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ABSTRACT

This manual is designed for use by both teachers and students in an English-as-a-Second-Language (ESL) job-search skills program, and is intended for use by students at the upper beginner or lower intermediate language proficiency level. The content can be used as a complete job search skills program, a resource for program development, a supplement to existing programs, or a resource in the regular ESL classroom. The material can be covered in a 4-week intensive course. There are five modules that lead the student through the logical progression of a job search: self-assessment description; preparing a resume; methods of finding jobs; application form and applying; and preparing for the interview. Each module contains a number of units and/or sub-units (lessons) on specific subtopics. Experience suggests that the first two modules are taught best simultaneously, as are the third and fourth. Appended materials include glossaries containing vocabulary from application forms and want ads translated into 14 languages (Arabic, Chinese, French, Italian, Japanese, Korean, Laotian, Polish, Punjabi, Russian, Serbo-Croatian, Slovak, Spanish, Vietnamese) and an annotated bibliography of useful additional materials. (MSE) (Adjunct ERIC Clearinghouse on Literacy Education)

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LET'S GET ON WITH THE JOB

A Job Search Manual for the ESL Classroom

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LET'S GET ON WITH THE JOB

A Job Search Manual for the ESL Classroom

Rae Pinton
Irene Strong

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COLLEGE VCC
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Rae Pinton
Irene Strong

INTRODUCTION

This book has been designed for use by both teachers and students in an English as a Second Language JOB SEARCH SKILLS programme. In order to handle the material the students should be at the upper beginner, lower intermediate level; that is, able to function in day to day situations. The programme was developed in the Manpower Department of Vancouver Community College and has been used for the past three years. The contents can be used in a variety of ways:

- as a complete Job Search Skills programme
- as a resource for developing your own programme
- as a supplement or complement to existing programmes
- as a resource in the regular E.S.L. classroom

JOB SEARCH SKILLS PROGRAMME

The purpose of this programme is to prepare adult E.S.L. students for the job search: to provide the language skills, cultural information and search techniques that will help them get the job best suited to their aptitudes, skills, education, experience and aspirations. What they learn will be of value throughout their working lives.

The material in the programme is eclectic in approach and has been organized around needs expressed by the students and perceived by the teacher. The language used comes from actual want ads, resumes, application forms, interviews, and the students themselves. Care was taken to avoid sexual stereotyping. In some situations the student is referred to as "he" for simplicity.

HOW TO USE THE BOOK

The book is a total programme that can be covered in a four-week intensive course. There are five modules, which lead the student through the logical progression of the job search:

- Self Assessment and Description
- Preparing a Resumé
- Methods of Finding Jobs
- Application Forms and Applying
- Preparing for the Interview

Sequencing is implicit in the order in which the modules appear, but experience has shown that the first two are best taught concurrently, as are the third and fourth. At the beginning of each module are notes to the teacher giving objectives, observations based on experience, and teaching suggestions.

As you familiarize yourself with the material, you will see that much of it is self-explanatory and the student will be able to work with a minimum of supervision. You may want the students to have their own books and work directly in them, or you may want to duplicate material from your own copy. Some activities require more preparation and more teacher participation than others, particularly the cloze exercises, certain conversations, and specific interview questions.

If you are setting up your own programme, you will need to consider the level and needs of the students, their job aspirations and acculturation, as well as time available to you. Select appropriate material from each module to help you reach your objectives.

This material is only the starting point. Be prepared to build additional activities around the material to better meet the needs of your class. No one should expect to use all the exercises. The material should be adapted and updated according to changes in the local situation, the economy, government regulations and, most important, your students' needs.

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MODULE ONE: SELF ASSESSMENT AND DESCRIPTION

MODULE ONE: SELF ASSESSMENT AND DESCRIPTION

Notes to the Teacher

Objectives

The student will:

determine what he has to offer an employer
determine what kind of work he is suitable for
be able to communicate the above effectively

Background Information:

-- Self assessment determines the direction of the job search.

-- Many students feel it is advantageous to look for 'any kind of job'; however, this attitude does not usually appeal to potential employers. An employer is more likely to hire a person who has a positive idea about what he wants to do. Such an employee is usually more interested in the work and more apt to stay.

-- Assessing one's own qualities and abilities is often difficult for younger students with no formal work experience. It requires patience and persistence on the part of the teacher to work with the students in order to facilitate the process.

-- It is often difficult to get students to assess themselves and direct their job search because the process is totally foreign to them. In many cases, the political structure or family situation they came from did not allow them the freedom to exercise control over this area of their lives.

-- Many students will know which area they want to work in and, in these cases, it is a matter of helping them to describe the qualities and abilities they possess which make them suitable for the work they have chosen.

-- The students' ability to describe themselves is crucial. If they cannot communicate their skills, aptitudes and experiences, their chances of capitalizing on them are greatly reduced.

-- Second language learners are at a disadvantage, not only because of their limited language, but also through being unable to supply employers with references providing a profile of their qualities and skills.

-- Part of learning to describe and 'sell' themselves to employers is learning to overcome a cultural reluctance to 'blow their own horns'.

-- Self assessment helps the student set appropriate work-related goals, and self description is the only way he can present his capabilities to a prospective employer.

Teaching Suggestions:

-- Select activities according to amount of introduction and reinforcement needed.

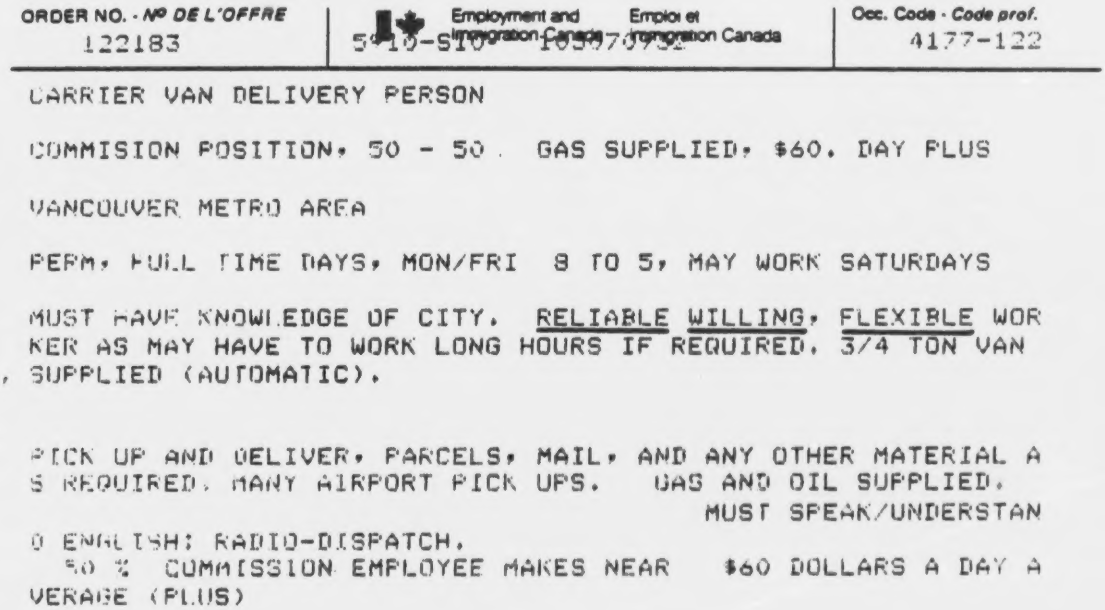
-- Be prepared to spend time individually with students having difficulty with the process, especially those with no formal work experience.

UNIT 1: PERSONAL QUALITIES AND APTITUDES

Lesson 1: What Personal Qualities Do Canadian Employers Want?

➡ Look at the underlined words in the following Employment and Immigration Canada job order form.

These are adjectives that describe the qualities this *employer is looking for in an employee.



ORDER NO. - *Nº DE L'OFFRE* 122183 | Employment and Immigration Canada / Emploi et Immigration Canada [illegible] | Occ. Code - *Code prof.* 4177-122

CARRIER VAN DELIVERY PERSON

COMMISION POSITION, 50 - 50 . GAS SUPPLIED, $60. DAY PLUS

VANCOUVER METRO AREA

PERM, FULL TIME DAYS, MON/FRI 8 TO 5, MAY WORK SATURDAYS

MUST HAVE KNOWLEDGE OF CITY. RELIABLE WILLING, FLEXIBLE WORKER AS MAY HAVE TO WORK LONG HOURS IF REQUIRED. 3/4 TON VAN SUPPLIED (AUTOMATIC).

PICK UP AND DELIVER, PARCELS, MAIL, AND ANY OTHER MATERIAL AS REQUIRED. MANY AIRPORT PICK UPS. GAS AND OIL SUPPLIED. MUST SPEAK/UNDERSTAND ENGLISH: RADIO-DISPATCH. 50 % COMMISSION EMPLOYEE MAKES NEAR $60 DOLLARS A DAY AVERAGE (PLUS)

Adjectives: 1. reliable 2. willing 3. flexible

*Word Family:	to employ (verb)	- to hire; to have someone work for you for money
	employee (noun)	- someone working for another
	employer (noun)	- someone who has people working for him
	employment (noun)	- the act of working for another

➔ For each of the want ads below, pick out 2 adjectives describing the kind of person the company is looking for.

Newspaper Want Ads	Adjectives
Experienced motivated ladies' & men's hair stylists for large Salon Chain Phone Tom- 464-0388	1. ________ 2. ________
Require responsible mature person, good cook and general housework, Live in attractive quarters, board and salary. S. Burnaby. Phone 521-3406	1. ________ 2. ________
Stable resourceful person to look after stock & help in kitchen of small restaurant. B.C. driver's licence necessary. Call 734-3011	1. ________ 2. ________

➔ Work in groups. Your teacher will give each group a page from the newspaper want ads.

Together, underline adjectives describing qualities employers are looking for in employees. List them below and discuss their meanings.

____________________ ____________________

____________________ ____________________

____________________ ____________________

____________________ ____________________

➔ Reassemble as a class. From the group lists, develop a class list of common adjectives found in the job search. Discuss their meanings.

Vocabulary

➔ Write the number of the word beside the correct definition.

This word	describes someone who:
e.g.	
1. well-groomed	(_) has the training or experience
2. conscientious	(1) is neat and clean in appearance
3. qualified	(_) takes the job seriously
4. mature	(_) acts like an adult, not a child
5. dependable/reliable	(_) is very interested in learning about and doing a certain job
6. motivated	(_) likes to make new (usually beautiful) things
7. flexible	(_) always does what he says he will do; does what is expected
8. creative	(_) can change from one situation to another easily
9. punctual	(_) is clean and tidy
10. aggressive	(_) does a good job and doesn't forget anything
11. thorough	(_) is on time
12. neat	(_) is forceful and pushy
13. responsible	(_) stays with the job when things become difficult or boring
14. energetic/hardworking	(_) is orderly; plans things carefully
15. organized	(_) always tries to do the right thing
16. patient	(_) works quickly and doesn't get tired easily
17. co-operative	(_) can solve a problem with what is available
18. disciplined	(_) makes few mistakes
19. resourceful	(_) works well with other people
20. accurate	(_) controls himself without supervision

Lesson 2: WHAT PERSONAL QUALITIES ARE DESIRABLE FOR DIFFERENT OCCUPATIONS? FOR ALL OCCUPATIONS?

➔ Write down three adjectives from page 6 which you feel are most desirable for the following occupations:

1. a child care worker ____________________
2. a bookkeeper ____________________
3. a handyman (for a large hotel) ____________________
   ____
4. a florist ____________________
5. a mechanic's apprentice ____________________
6. a draftsperson ____________________
7. a typist ____________________
8. a woodworker ____________________
9. a salesperson ____________________
10. a jeweller ____________________
11. a nurse's aide ____________________
12. an electronics technician (fixing radios) __________
    ____

➔ List some adjectives which describe qualities desirable for all occupations.

____

____

➔ Discuss general qualities that are desirable for employees in your country. How is it different in Canada?

____

____

____

Lesson 3: WHAT KIND OF PERSON AM I?

Choose the best adjective from the list on page 6 .

Adjective	Explanation
1. Maria is ____________.	She was never late for her job in Portugal.
2. Paul is _____________.	He only made one mistake on his typing test.
3. Van Dau is __________.	As a mechanic in Vietnam, he could make parts to fix an engine when he couldn't buy them.
4. Sam is ______________ to learn about electronics.	He is studying books from the library on electronics and he is also taking a night school course in radio repair.
5. Gee Bon is ___________.	He did beautiful art work in high school and now he is doing some very interesting wood carving which he designs himself.

Write about yourself. Choose adjectives from the list on page 6 or use other adjectives which describe your personal qualities.

If you have trouble doing this, ask your friends or relatives to help you.

Adjective	Why do you feel you have this quality?
I feel (that) I'm _________.	I ________________________________ __________________________________
I'd say (that) I'm_________.	I_________________________________ __________________________________
I believe (that) I'm________.	I_________________________________ __________________________________
I'm ______________________.	__________________________________ __________________________________ __________________________________

Preparation for Interaction on Page 10

➔ Check one quality that you feel you have.

I feel (that) I'm
I'd say (that) I'm
I believe (that) I'm
People say (that) I'm
I'm

1. _____ co-operative
2. _____ organized
3. _____ very interested in working in the *mechanics field
4. _____ dependable
5. _____ patient with children
6. _____ accurate with **figures
7. _____ motivated to learn about computers
8. _____ creative and artistic
9. _____ hardworking
10. ____ resourceful at fixing things

Why do you feel you have this quality?
(This is your answer for the interaction on page 10)

____

____

____

____

---

*mechanics field = any kind of work related to mechanics

**figures = numbers

Interaction

Ask each member of your class, "How would you describe yourself?" and write his name beside the answer in the following list.

Then ask him, "Why?" and write his answer briefly.

1. ______________________ is co-operative.

(Why?) ____

2. ______________________ is organized.

(Why?) ____

3. ______________________ is very interested in working in the mechanics field.

(Why?) ____

4. ______________________ is dependable.

(Why?) ____

5. ______________________ is patient with children.

(Why?) ____

6. ______________________ is accurate with figures.

(Why?) ____

7. ______________________ is motivated to learn about computers.

(Why?) ____

8. ______________________ is creative and artistic.

(Why?) ____

9. ______________________ is hardworking.

(Why?) ____

10. ______________________ is resourceful at fixing things.

(Why?) ____

____

Transcript of tape to be used with exercise on page 12.

Interviewer: How would you describe yourself?

Applicant: What do you mean?

Interviewer: What are your strong points?

Applicant: Well, I'd say that I'm dependable. I was hardly ever late or absent from my job in Hong Kong and I always finished my work on time. ...and I'm organized. I plan what I do carefully and I like to keep my work in order.

Interviewer: Would you say you are a co-operative person?

Applicant: Yes, I like to work with other people and I get along well with them. I worked with five other people in my office in Hong Kong and I enjoyed it very much.

Interviewer: What about your weaknesses?

Applicant: Well, I get nervous in new situations. Actually, I'm a little nervous right now.

Interviewer: That's okay; don't worry about it. Do you feel that you have an aptitude for mathematics?

Applicant: Well, I'm not really mathematically inclined, but I do well if I work at it.

Tape: *applicant for an office job (file clerk) talking about her personal qualities and **aptitudes. (Transcript, page 11 .)

Vocabulary:

-- a person's — strong points / strengths

-- a person's — weak points / weaknesses

-- hardly ever ... seldom; almost never

-- in order ... neat and organized

-- to get along well with people ... to enjoy being with people

-- nervous ... frightened; scared

-- mathematically inclined ... to be good at math(ematics) without working very hard at it

➔ Listen to the tape and answer the following questions:

1. The applicant doesn't understand the first question. What does she ask the interviewer?

   ____

2. Which adjectives does she use to describe herself in answer to the first questions?

   ____________________ and ____________________

3. Why does she describe herself as organized?

   ____

4. Why does she describe herself as co-operative?

   ____

5. Do you think she should tell the interviewer she is nervous? Why?

   ____

6. Is math easy for her to do? ____________________
7. When does she do well in math? ____________________

---

*Word Family

to apply (verb) = to ask for a job

applicant (noun) = person asking for the job

application form = the form you fill out when you apply for a job

**aptitude — something you are good at; an ability you are born with

Lesson 4: WHAT ARE MY SPECIFIC APTITUDES AND HOW CAN I DISCUSS THEM WITH AN EMPLOYER?

Questions an employer might ask:

Are you good at mathematics?
Does mathematics come easily to you?
Is it easy for you to do mathematics?
Are you mathematically inclined?
Do you have an aptitude for mathematics?
Do you have a mathematical aptitude?

Match the occupation with the best aptitude:

For this occupation	a person should
1. machinist	(_) be musical
2. computer operator	(_) be good with children
3. interpreter	(_) be *athletically inclined
4. jeweller	(_) be good at drawing
5. swimming instructor	(_) have a mathematical aptitude
6. piano tuner	(_) be good at dealing with people
7. teaching assistant	(_) be mechanically inclined
8. waitress	(_) have an aptitude for learning languages
9. draftsperson	(_) be good with his hands

---

*athletically inclined good at sports

➔ Choose the correct word from the phrases describing aptitudes on page 13.

Aptitude	Explanation
Mary is very ____________________.	She taught herself how to play the piano and sings beautifully.
Jill is ________________inclined.	Although she's only in grade 11, she's doing grade 12 math and getting A's in it.
Sam is very good at ______________.	The pictures he does look exactly like photographs.
Le has an ________________ for learning languages.	He speaks 4 languages already and he's picking up English very quickly.

➔ Write about yourself. Use the phrases on page 13 to help you decide on your aptitudes.

You might use, "It's easy for me to ...". Give an explanation.

Aptitude	Why do you feel you have this aptitude?
________________________________	__________________________
________________________________	__________________________
	__________________________
________________________________	__________________________
________________________________	__________________________
	__________________________
________________________________	__________________________
________________________________	__________________________
	__________________________

Interaction

→ Find someone in the class who Name

1. has an aptitude for mathematics. ____________________

2. is mechanically inclined. ____________________

3. is good at dealing with people. ____________________

4. is musical. ____________________

5. has an aptitude for learning languages. ____________________

6. is good with children. ____________________

7. finds it easy to do sports. ____________________

8. is good at chemistry. ____________________

9. is good with his hands. ____________________

10. is artistic. ____________________

11. finds it easy to meet new people. ____________________

12. has a good memory for names. ____________________

13. is good at fixing things. ____________________

14. is good at making things. ____________________

UNIT 2: LIKES, DISLIKES AND PREFERENCES

Lesson 1: HOW DO I TALK ABOUT WHAT I LIKE, DON'T LIKE, OR PREFER?

Structures

I like $\left\{\begin{array}{l}\text{working}\\ \text{to work}\end{array}\right.$ with *supervision.

**I don't like $\left\{\begin{array}{l}\text{working}\\ \text{to work}\end{array}\right.$ without supervision.

I enjoy working with other people.

**I don't enjoy working alone.

Structures

I prefer $\left\{\begin{array}{l}\text{working}\\ \text{to work}\end{array}\right.$ with supervision (to working without supervision).

I'd rather work with other people (than alone).

Conversation

Interviewer: Do you like $\left\{\begin{array}{l}\text{working}\\ \text{to work}\end{array}\right.$ alone?

Applicant: Actually, I prefer $\left\{\begin{array}{l}\text{working}\\ \text{to work}\end{array}\right.$ with other people.

Interviewer: I thought you enjoyed working alone.

Applicant: Sometimes I worked alone on my last job, but I'd rather work with other people.

---

*Word Family

to supervise (verb)--oversee workers

supervisor (noun)--person who oversees workers

supervision (noun)--the work a supervisor does

** IT'S GOOD TO THINK ABOUT THE THINGS YOU DON'T LIKE TO DO WHEN YOU ARE DECIDING ON THE KIND OF WORK YOU WANT; BUT IN AN INTERVIEW, IT'S BETTER TO SAY, "I prefer to work with other people", THAN, "I don't like working alone".

Practice

➔ Use working, worked, to work, or work, in the spaces.

Interviewer:
Do you like ______________________

(1) without supervision?
(2) outside?
(3) on an assembly line?
(4) with children?

Applicant:
Actually, I prefer __________________

(1) with supervision.
(2) inside.
(3) in an office.
(4) with adults.

Interviewer:
I thought you enjoyed ________________

(1) without supervision.
(2) outside.
(3) on an assembly line.
(4) with children.

Applicant:
Sometimes I ______________________

(1) without supervision
(2) outside
(3) on an assembly line
(4) with children

on my last job, but I'd rather ____________________

(1) with supervision.
(2) inside.
(3) in an office.
(4) with adults.

Transcript of tape to be used with exercise on page 21.

Interviewer: Why do you want to do this kind of work?

Applicant: Well, I've always enjoyed mechanical work. I like fixing things around the house and I can usually find the problem pretty quickly. I used to help my brother fix motorcycles and I learned a lot by doing that.

Interviewer: Are you prepared to spend time studying, because there's a lot to learn?

Applicant: Sure, that's one of the main reasons I want this kind of job. I've got quite a few books at home on mechanics and I really enjoy studying them in my spare time. I took a course in the refugee camp in mechanics, too, as you can see on my resumé, and I did well in it.

Interviewer: How do you feel about doing repetitive work?

Applicant: Well, I'd rather work at different types of things, but I'm sure the job involves some repetition and I don't mind that.

Interviewer: But, you prefer to have a variety of things to do?

Applicant: Yes.

Interviewer: Would you rather work alone or with other people?

Applicant: It really doesn't matter to me; I'd enjoy either.

Tape: Applicant for mechanic apprentice job talking about his likes, dislikes, and preferences. (Transcript, page 20.)

Vocabulary:

-- apprentice	... someone learning a job while working and getting paid for it (on-the-job training). In B.C., this usually takes from two to five years, with some time at school each year.
-- main reason	... most important reason
-- spare time	... time when you are not working; time for yourself
-- resumé	... a paper which describes your training and and experience, and gives other personal information
-- repetitive	... when you do the same thing over and over again
-- involves	... includes; has as a part of it, e.g. the job involves typing.
-- variety	... different things
-- I don't mind.	... It's okay with me.

➔ Listen to the tape and answer the following questions:

1. What does the applicant like doing around the house?

   ____

2. How did he learn about motorcycle repair?

   ____

3. What does the applicant enjoy doing in his spare time?

   ____

4. Where did he take a course in mechanics?

   ____

5. As well as in the interview, where does the applicant describe his mechanic course?

   ____

6. Does the applicant mind doing repetitive work?

   ____

7. What would he rather do?

   ____

8. Should the applicant tell the interviewer that he prefers to have a variety of things to do? Why?

   ____

Interaction:

➡ Choose a correct form of the verb in brackets ( ).

Find someone in the class who: name:

1. likes (work) with other people. ____________________
2. enjoys (work) alone. ____________________
3. prefers manual work to office work. ____________________
4. would rather (work) with supervision than without supervision. ____________________
5. doesn't like repetition. ____________________
6. enjoys (fix) things. ____________________
7. enjoys office work. ____________________
8. prefers heavy work to light work. ____________________
9. would rather (work) with adults than children. ____________________
10. doesn't enjoy (work) with supervision. ____________________
11. prefers (work) outside to (work) inside. ____________________
12. enjoys (sell) things. ____________________
13. likes (supervise) other people. ____________________
14. enjoys (work) with *the public. ____________________
15. prefers (work) slowly to (work) quickly. ____________________
16. likes (organize) things. ____________________
17. enjoys (be) very neat and accurate. ____________________
18. likes (work) with machines and tools. ____________________

---

*the public people in general, e.g. in libraries, restaurants, stores ... .

Lesson 2: What Should People Enjoy In Order To Be *Suitable For Specific Occupations?

Match the occupation with the thing a person in that occupation should most enjoy doing.

For this occupation:	a person should:
1. seamstress	(_) enjoy growing things and working outside
2. machinist	(_) like helping people in need
3. laboratory assistant--for a hospital	(_) enjoy chemistry
4. taxi driver	(_) like designing and making things
5. landscaper (gardener)	(_) enjoy **detailed work
6. painter on glass	(_) like to work with the public
7. homemaker (someone who goes into the homes of disabled people to help with housecleaning, etc.)	(_) enjoy heavy work
8. watchmaker	(_) like to be neat and organized
9. warehouse person	(_) enjoy working with machines and tools
10. file clerk	(_) like artistic, creative work

---

* suitable	good for: for example, "The child care job is suitable for me."
** detailed work	very small, fine work

Lesson 3: How Do My Likes And Dislikes Affect My Job Search?

➡ Write about yourself.

I like ____

____

____

I enjoy ____

____

____

I don't like ____

____

____

I don't enjoy ____

____

____

I prefer ____

____

____

I'd rather ____

____

____

____

Lesson 4: How Do I Answer Preference Questions?

Structures

Would you rather work { the afternoon shift / afternoons } or { the night shift? / nights? }

*Either would be fine. I don't have any preference. (I'd enjoy either.)

or I'd rather work afternoons, but I'd like to work nights, too.

or I'd rather work afternoons, but I wouldn't mind working nights.

or I'd rather work afternoons.

or I'd rather not do either.

In pairs, ask the following questions. Answer from the 5 responses listed.

Would you rather work

(1) full-time	or (work)	part-time?
(2) alone		with other people?
(3) in your own language		in English?
(4) with supervision		without supervision?
(5) with your hands		with your brain?
(6) inside		outside?
(7) in a **union shop		in a non-union shop?
(8) with children		with adults?
(9) for a small company		for a large company?

*Either would be fine. I don't have any preference. (I'd enjoy both.)

or I'd rather work _____________, but I'd like to work ___________, too.

or I'd rather work______________, but I wouldn't mind working __________.

or I'd rather work _____________.

or I'd rather not do either.

---

*"Either would be fine" or "I'd enjoy either" is better than "I don't know".

** union shop	a company in which all employees have to belong to a union

UNIT 3: WILLINGNESS TO DO DIFFERENT THINGS

Lesson 1: What Might An Employer Ask About Willingness?

Structures

Are you willing to
Are you prepared to
Are you able to
Will you
Can you

work on Saturdays?

Do you mind

working on Saturdays?

Tape: applicant for shift work in an electronics assembly plant talking with an interviewer about what he is willing to do. (Transcript, page 30 .)

Vocabulary:

-- shifts	... work at different times of the day or night
-- Does that work out with you?	... Is that okay with you?
--overtime	... working more than 8 hours a day or 40 hours a week
-- transportation	... way of going from one place to another, e.g. bus, car
-- schedule	... the different times at which something happens; timetable
-- once in a while	... not often; seldom; (occasionally)
-- ahead of time	... before a certain time
-- arrange	... plan for; organize
-- babysitting	... looking after a child

➔ Listen to the tape and answer the following questions.
(Transcript, page 30.)

1. When is the graveyard shift?

____

2. When is the afternoon shift?

____

3. What kind of transportation will the applicant use to get to work?

____

4. What times can the applicant get a bus to work?

____

5. Does the applicant want overtime work?

____

6. Why is overtime work a problem for him?

____

7. Why does the applicant have to know ahead of time if the employer wants him to work overtime?

____

8. The applicant didn't know the times of the different shifts. How could he have found out that information before the interview?

____

____

____

Transcript of tape to be used with exercise on page 29.

Interviewer: Are you willing to work shifts?

Applicant: When are the different shifts here?

Interviewer: Our day shift starts at 8 and finishes at 4, the afternoon shift goes from 4 to midnight, and the graveyard shift is from midnight to 8 in the morning. How does that work out with you?

Applicant: That's okay with me.

Interviewer: Transportation won't be a problem?

Applicant: I don't have a car yet, but I checked the bus schedule, and the only time I can't get a bus is from 1 to 5 in the morning, so it works out okay.

Interviewer: What about overtime work? Can you do that?

Applicant: Yes, after the day or graveyard shift, but I couldn't stay after the afternoon shift unless I arranged transportation with one of the other employees.

Interviewer: Occasionally we ask our employees to work on the weekends. Are you prepared to work Saturday or Sunday once in a while?

Applicant: That's no problem for me, usually, but I'd have to know a little ahead of time to arrange babysitting, because my wife works weekends.

➡ Match the question with the best answer by putting the number in the brackets (_).

➡ Work in pairs, asking and answering the questions.

Question 1:

Student A: Are you willing to
(1) relocate anywhere in B.C.?
(2) work overtime?
(3) join a union?
(4) work for $4 an hour?

Student B: Sure, *as long as
(_) there's a chance it can help me find a job.
(_) the job is related to my previous training and experience.
(_) it's just a starting salary and the company is prepared to raise my salary if they like my work.
(_) I get paid the correct rate.

Question 2:

Student A: Are you prepared to
(1) work 20 miles outside ____________(city)?
(2) move to Alberta?
(3) work for the minimum wage--$3.65 an hour?
(4) work shifts?

Student B: No, **I can't, because
(_) I can't support my family on that.
(_) My husband and children are working and settled in _______________(city).
(_) I don't have a car and there is no bus service.
(_) My children are in daycare and I have to pick them up at 5:30 every day.

---

*'as long as' means 'if' in these sentences

** IF YOU ARE NOT WILLING (OR UNABLE) TO DO SOMETHING, YOU SHOULD EXPLAIN WHY IN THE INTERVIEW

Lesson 2: What Should People Be Willing To Do For Certain Jobs?

Match the work on the left with something a person in that occupation should be prepared to do.

A person looking for	should be
1. work in a lumber mill	(_) willing to work Thursday and Friday nights until 9:00
2. work in a hospital	(_) prepared to work for the minimum wage ($3.65/hr.)
3. work as a truck driver for a local moving company which does most of its work at the end of the month	(_) willing to relocate outside Vancouver
4. work in a department store	(_) prepared to work outside in all kinds of weather
5. work at McDonald's	(_) willing to work overtime sometimes
6. work as a night watchman	(_) prepared to learn about crafts
7. work in a *union shop	(_) available to work shifts
8. work as a landscaper	(_) prepared to work the graveyard shift regularly
9. work in a craft shop	(_) willing to do heavy work
10. work as a warehouse person	(_) willing to join a union

---

* union shop = a company in which all employees have to belong to a union

Lesson 3: What Am I Willing To Do?

Interaction

When someone answers, "No", to your question, ask him why and write a short explanation.

➔ Find someone in the class who — name:

1. is willing to work shifts ______________
2. isn't willing to work shifts ______________

   (*How come?) ______________________________
3. is prepared to take the minimum wage as a starting salary ______________
4. isn't prepared to take the minimum wage as a starting salary ______________

   (*How come?) ______________________________
5. is available to work overtime ______________
6. isn't available to work overtime ______________

   (*How come?) ______________________________
7. is prepared to work graveyard shift ______________
8. isn't prepared to work graveyard shift ______________

   (*How come?) ______________________________
9. is available to work weekends ______________
10. isn't available to work weekends ______________

    (*How come?) ______________________________
11. is willing to relocate anywhere in B.C. ______________
12. isn't willing to relocate anywhere in B.C. ______________

    (*How come?) ______________________________
13. can work 20 miles outside the city ______________
14. can't work 20 miles outside the city ______________

    (*How come?) ______________________________

---

*How come = Why? or Why not?

➡ Write down 3 things you are willing to do* (related to your job).

1. ______________________________

____

2. ______________________________

____

3. ______________________________

____

➡ Write down 3 things you are not willing to do (related to your job).

1. ______________________________

____

2. ______________________________

____

3. ______________________________

____

____

* THE MORE THINGS YOU ARE WILLING TO DO FOR YOUR FIRST JOB, THE MORE LIKELY YOU WILL GET THE JOB YOU WANT.

UNIT 4: ABILITIES AND SKILLS

Lesson 1: How Can I Discuss My Skills And Abilities?

Structures

Can you
Are you able to
Do you know how to
} use / operate / work with

Do you have a knowledge of
Are you familiar with
Have you had any experience with
Have you ever used

— a calculator?

Tape: Applicant for a small dressmaking/design shop
(Transcript, page 38 .)

Vocabulary:

-- double needle sewing machine, serger	different kinds of machines for sewing
-- seamstress/dressmaker	person who makes ladies' clothes
-- handle (a job)	do (a job)
-- (to do) alterations	to change the shape of a piece of clothing-- e.g., to shorten or lengthen a skirt, etc.
-- confident	sure of oneself; certain of one's abilities
-- designing	thinking up plans for something new

➔ Listen to the tape and answer the following questions.

1. What tense is the first question in? Why does the interviewer use this?

   ____

   ____

2. Was the double needle sewing machine the applicant used in Hong Kong the same as the one in this company?

   ____

   ____

3. How does the applicant feel about learning to use a different kind of machine?

   ____

   ____

4. Can she use a serger?

   ____

5. Where did the applicant work at dressmaking and alterations?

   ____

6. How does the applicant feel about her ability as a seamstress?

   ____

7. How does she feel about doing dress designing?

   ____

8. What is the interviewer looking at as she interviews the applicant?

   ____

Transcript of tape to be used with material on pages 36-37.

Interviewer: Now, what kinds of machines have you worked on? Have you ever used a double-needle sewing machine?

Applicant: Yes, I used one for my job in Hong Kong.

Interviewer: Do you think you can operate our machines?

Applicant: I'd have to see them to know if they're the same, but if they're different, I'm sure I can learn how to use them very easily.

Interviewer: Can you use a serger?

Applicant: Yes, that was part of my job in Hong Kong, too.

Interviewer: I see from your application that you did some dressmaking and alterations out of your home in Vietnam. Are you a qualified seamstress?

Applicant: Yes, I had 6 months training and 2 years experience. I feel confident about my ability as a seamstress.

Interviewer: Have you had any experience with dress designing? I see that was part of your training, too.

Applicant: Yes, it was part of my training, but it wasn't part of my job. I'm very interested in working at that and using the skills I learned.

Conversation

Interviewer: Do you know how to use a microwave oven?

Applicant: No, but I'm sure I could *pick it up quickly.

Interviewer: I thought you had some experience in a restaurant.

Applicant: Yes, I did, but using a microwave wasn't part of my job.

➔ Practice the following conversation(s).

Interviewer: Do you know how to
(1) put on a bandage?
(2) write up an order?
(3) operate a forklift?
(4) operate a switchboard?
(5) test electronic equipment?
(6) use a photocopy machine?

Applicant: No, but I'm sure I could pick it up quickly.

Interviewer: I thought you had some experience
(1) in a hospital.
(2) in a warehouse.
(3) in an office.
(4) in electronics assembly.

Applicant: Yes, I did, but
(1) putting on bandages
(2) writing up orders
(3) operating a forklift
(4) operating a switchboard
(5) testing electronic equipment
(6) using a photocopy machine
wasn't part of my job.

---

* to pick up quickly = to learn quickly

Interaction:

➡ Find someone in the class who Name

1. can drive a vehicle with air brakes. ____________________
2. is able to operate a cash register. ____________________
3. has a knowledge of chemical terms, e.g. NaCl ____________________
4. has had experience in making clothes. ____________________
5. is familiar with electrical circuits. ____________________
6. can give an injection. ____________________
7. knows how to write a cheque in Canada. ____________________
8. has had experience in making furniture. ____________________
9. is familiar with heavy equipment. ____________________
10. knows how to fix car engines. ____________________
11. is able to type in English. ____________________
12. is able to repair a bicycle. ____________________
13. is familiar with blueprints for drafting. ____________________
14. has had experience with keeping books for a business. ____________________
15. has used a photocopy machine before. ____________________

Lesson 2: What Skills And Abilities Do I Have To Offer An Employer?

➔ Write down things you can do which may be useful to an employer. Write anything you can think of, even if you are not sure it is important. Use the structures given on page 36 .

1. ____
____
____

2. ____
____
____

3. ____
____
____

4. ____
____
____

5. ____
____
____
____

UNIT 5: EXPERIENCE AND DUTIES

Lesson 1: How Do I Prepare Myself To Discuss My Experience?

Structures

Tell me about —
What about —

your experience.
your previous experience.
your work history.
your employment background.
*your qualifications.

Structures

What were the duties of the job?
What did the job involve?
What kinds of things were part of your job?
What did you do in an average day?

Tape: Interview for a sales clerk position (Transcript, page 46.)

Vocabulary:

-- retail	... selling to the public
-- laid off	... having to leave a job because there is no more work for you
-- tourist season	... a time of the year when people visit a place for enjoyment
-- an understanding (between people)	... something people agree about
-- duties	... things a person does for a particular job
-- customers	... people a company does business with
-- to stock shelves	... to put items on shelves
-- What about ________?	... Tell me about ________.
-- transactions	... acts in business involving money
-- to deposit money	... to put money in (a bank, for example)
-- to withdraw money	... to take money out (of a bank...)
-- foreign exchange	... changing money from the currency of one country to the currency of another country

---

* qualifications = experience, training and skills, etc.

➔ Listen to the tape and answer the following questions.

1. When did the applicant start to work in the gift shop in Banff?

____

2. What was her reason for leaving that job?

____

3. Was she surprised when the job finished? Why? or Why not?

____

4. What were two of her duties in the gift shop?

____________________ and ____________________

5. Had she studied English before she came to Canada?

____

6. Was it always a problem for her to serve the English-speaking customers in the shop?

____

7. How long did the applicant work as a bank teller in Japan?

____

8. What were two of her duties at the bank?

____________________ and ____________________

9. What do you think of her answer to the question, "What did you like about the job?"? Why?

____

____

Transcript of tape to be used with exercises on page 45 .

Interviewer: I see from your resumé that you have had some experience in the retail field. Tell me about it.

Applicant: Well, when I first came to Canada I worked in a gift shop in Banff, Alberta. That was from June to September, 1981.

Interviewer: Why did you leave your job there?

Applicant: I was laid off after the tourist season. That was the understanding when I started the job.

Interviewer: Tell me about your duties.

Applicant: I worked the cash register, stocked the shelves and served the customers.

Interviewer: What about your English? Was that a problem?

Applicant: At first it was difficult because I had never practised the English I learned in high school in Japan, but I picked it up quickly on the job.

Interviewer: And in Japan you worked as a bank teller, is that correct?

Applicant: Yes. After I finished high school in 1977 until I immigrated to Canada in 1980.

Interviewer: What did the job involve?

Applicant: Different types of customer transactions, such as cashing cheques, depositing and withdrawing money, and foreign exchange.

Interviewer: What did you like about the job?

Applicant: I think dealing with the people was the most enjoyable part of the job for me.

Lesson 2: How Do I Explain Why I Left A Previous Job?

Match each 'reason for leaving' with an explanation on the right.

Reasons for leaving a job	Explanations
1. laid off	(_) sickness
2. quit to go to a better position	(_) the employee did something seriously wrong and was asked to leave the job
3. pregnancy	(_) the employee moved to another country
4. retired	(_) left to go back to school
5. government transfer to another position	(_) the government moved the employee from one job to another
6. immigration	(_) a change in the government caused a change in the work situation
7. illness	(_) the employee did not get along with someone on the job
8. quit to continue education	(_) the situation at the employee's home caused him to leave the job
9. fired	(_) the employee reached 65 years of age (in Canada)
10. political situation	(_) left for a better job in another organization
11. quit because of personality conflict	(_) there wasn't any work for the employee to do
12. quit for family reasons	(_) a woman left to have a baby

➔ Refer to the exercise on 'Reasons for leaving a job' on page 47, and answer the following questions.

1. Which reasons are the employee's decision? (Write the numbers from page 47.)

____

2. Which reasons are the employer's decision?

____

3. Which reasons involve the government?

____

4. Which reasons involve the physical condition of the employee?

____

5. Which reasons need explaining in an interview?

____

6. What are some common reasons for leaving a job in your native country?

____

7. Which of the reasons on page 47 would never be used in your native country?

____

____

Lesson 3: How Do I Discuss My Experience?

PRACTICE: Discussing experience and duties.

Sample Conversation

Interviewer: *I see you worked in the retail field in Vietnam. Can you tell me about it?

Applicant: Yes, that was for my family's drug store, from 1970 to 1975.

Interviewer: What did the job involve?

Applicant: Well, I ordered stock, kept the books ... actually, I managed the store.

Interviewer: Why did you leave your job?

Applicant: The family business closed in 1975 because of a change in government.

Substitution

Interviewer: I see you worked

(1) in the electronics field in Japan.
(2) in the mechanics field in Poland.
(3) as a nurse in Chile.

Can you tell me about it?

Applicant: Yes, that was for

(1) the Sanyo Electronics Company from 1976 to 1978.
(2) a government-operated auto repair shop from 1976 to 1980.
(3) a hospital in Santiago from 1969 to 1974.

Interviewer: What did the job involve?

Applicant: Well,

(1) basically I assembled transistor radios.
(2) I repaired cars. I specialized in power steering and brakes. During the last year, I supervised four other workers.
(3) all types of patient care, but I specialized in pediatrics.

Interviewer: Why did you leave your job?

(1) I went back to school to study electronics.
(2) I escaped from Poland and came to Canada.
(3) I left to have a baby.

* DON'T BE AFRAID TO REPEAT INFORMATION YOU HAVE ALREADY GIVEN ON YOUR APPLICATION FORM OR RESUME. THE INTERVIEWER JUST WANTS YOU TO TALK ABOUT YOURSELF.

Interaction:

Find someone in the class who	Name
1. has worked in a restaurant.	
2. did some kind of work in the military.	
3. did *volunteer work in a refugee camp or somewhere else.	
4. was **promoted on a previous job.	
5. supervised other people on a previous job	
6. is working part-time now.	
7. was employed by a hospital.	
8. didn't like his previous job very much.	
9. worked in the home (e.g. babysitting, cleaning).	
10. has had experience in the engineering field.	
11. did some special work for his high school.	
12. worked in a family business.	
13. has painted houses.	
14. has had a selling job.	

---

* volunteer work = work done, not for money, but because a person wants to help

** to promote = to move up to a better job in an organization

Fill in the spaces with information about your work experience. (This could be many kinds of work, e.g. full-time, part-time, family business, etc.)

Example

In Vietnam, I worked as an automechanic for Vinh Phong Auto Repairs. That was from 1970 to 1975.

At that job, I repaired all makes and models of cars. I specialized in power steering and brake problems.

I left because the company closed after the change in government in 1975.

I liked the job because I enjoy finding the answers to mechanical problems. I also enjoy working alone. But I didn't like always having grease under my fingernails.

Job A

In ______________________ (where?) I worked as a(n) ____________________ (occupation) for

______________________ (organization). That was from __________ (when job started) to __________ (when job finished).

At that job, I ____

____

____

(duties)

*I liked the job because ______________________________________

____

____

(reasons)

I didn't like ____

____

* IF YOU DIDN'T LIKE YOUR JOB, DON'T DO THIS SECTION.

Job B

In ____________________ I worked as a(n) ____________________ for
(where?) (occupation)

________________________. That was from ____________ to ______________.
(organization) (when job started) (when job finished)

At that job, I ____

____

____

(duties)

*I liked the job because ____

____

____

(reasons)

I didn't like ____

____

____

* IF YOU DIDN'T LIKE YOUR JOB, DON'T DO THIS SECTION.

➔ List other work you have done. (This could be volunteer work, work in the home, work in the military, etc.)

Examples

1. In the refugee camp, I helped build houses for the Red Cross.
2. I always helped out at home, looking after my younger brothers, cleaning house, and sometimes, cooking for up to twenty people.

1. ____

____

2. ____

____

MODULE TWO: PREPARING A RESUMÉ

MODULE TWO: PREPARING A RESUMÉ

Notes To The Teacher

Objectives:

The student learns
- what he has to offer an employer and how to express it in English on the resumé
- the format of a resumé
- how to get a reference
- how to write a covering letter

Background Information

- The resumé is the only step in the job search the student controls.
- In small businesses, resumés often take the place of the application form.
- Many E.S.L. students have never seen, or used, or written a resumé.
- Many students don't know, or are mistaken about, their job titles.
- Those without formal work experience feel they have nothing to put in a resumé, but invariably they can be helped to find something.
- E.S.L. students can use a resumé in several ways, eg. filling out an application form, or preparing for an interview.
- The resumé used here was chosen for its simplicity and similarity to most application forms.
- A student with two occupations needs two different resumés.

Teaching Suggestions

- Start the resumés early in the programme.
- Plan to work with students individually.
- Break the resumé into parts and set a deadline for completion of each.
- When determining job titles, work experience and education, use the Canadian Dictionary of Occupations (C.C.D.O.), available at Canada Employment Centres and in libraries, as your primary reference. Bilingual dictionaries are helpful, but can be misleading. Also, use old resumés, filed without names; former students with the same occupation; college catalogues, etc.
- When students have no formal work experience, look for skills acquired through volunteer work, family businesses, military service, hobbies, sports, self study, etc.
- Be sensitive to cultural modesty, particularly in Asian students.
- Place experience first when it outweighs education.

YOUR RESUMÉ TELLS AN EMPLOYER

-- WHO YOU ARE

-- WHAT YOU CAN DO

-- WHAT YOU STUDIED

-- WHERE YOU WORKED

-- WHO YOUR REFERENCES ARE

YOUR RESUMÉ
IS AN ADVERTISEMENT FOR
YOU!

Lesson 1: Looking At A Resumé

RESUMÉ

Personal

Name: Mr. Carlos Vierra
Address: 1234 Spaghetti Street
Vancouver, B.C. V5R 1Y8
Home Phone Number: (604) 543-0000
Message Phone Number: (604) 826-1111
Date of Birth: March 23, 1958
Place of Birth: Lisbon, Portugal
Social Insurance No.: 722 297 050
Citizenship Status: Permanent Resident
Marital Status: Married
Health: Excellent

Education

Sept. 1976-July 1979
Polivant College, Mira D'aire, Portugal (Extension Courses)
--received Certificate in Administration and Commerce
--majored in Pharmacy
Additional courses included:
--bookkeeping, accounting, chemistry

Sept. 1972-July 1976
Polivant Secondary School, Mira D'aire, Portugal
--completed Grade 12

Additional Courses

Apr.-Aug. 1981
English Language Training, Vancouver Community College, Strathcona Centre
--completed Intermediate Level

July-Oct. 1976
Typing, D'aire College, Mira D'aire, Portugal

Experience

Aug. 1979-Aug. 1980
Pharmacist, Central Pharmacy, Mira D'aire, Portugal.
Duties included:
--patient consultation
--compounding ingredients (ointments, syrups, capsules)
--stock taking
--accounting/bookkeeping
--typing

Aug. 1976-Aug. 1979
Pharmacist's Trainee, Central Pharmacy, Mira D'aire, Portugal

Additional Information

Languages Spoken and Written: Portuguese, French, English
Equipment Operated: typewriter, cash register, electric calculator
Hobbies: carpentry, soccer

References

Mr. Ron Liston, English Language Instructor,
Vancouver Community College, Strathcona Centre
Address: 590 E. Pender St., Vancouver, B.C.
Phone: 254-0578

Lesson 2: Understanding Why I Need A Resumé

A few years ago, only professional and highly-skilled people needed resumés for their job search, but today a wide variety of job applicants is asked for resumés.

➔ Look at the ads below. Write the job title on the line below each ad.

HOUSEHOLD GOODS MOVING CONSULTANTS

Major Van Line requires a top notch, experienced sales person for the Vancouver area.

If you have a proven track record and wish to join a progressive company that can offer you a salary, commission and bonus structure plus company car, please send detailed resumé to

Box 4255 this paper.

Require exp. person to make up silk & fabric flower arrangements on part time basis. Flexible hours, but leading to full time. Send brief resume with exp. & salry requirements to Box 3631 this paper

Exp'd. Medical Office Assistant for busy GP office. 5 days per week. Deliver resume with references in person to: 100-3077 Granville St.

Full time & part time bar tender positions open at private club in Vancouver. Resume & refs. to Box 2365 this paper

➔ From your local newspaper, find ads for three different jobs that ask for a resumé. Try to include one for a job you are interested in.

1.

2.

3.

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Lesson 3: Getting Information From A Resumé

Student A

Your partner has some information about a former student named Carlos Vierra. This information is from his resumé. Ask questions beginning with "when" and "how long" to find out about Carlos. Then, in short form, write the information you get from your partner.

1. born? March 23, 1958
2. start college? ______
3. finish college? ______
4. go to high school? ______
5. pharmacist's trainee? ______
6. five month typing course? ______
7. English Language Training? ______
8. work as a pharmacist? ______

List your own education. Start with the most recent.

Example:

Dates attended	Institution attended
Sept.,1960 to May,1964	University of British Columbia Vancouver, B.C.

Dates attended	Institution attended

Lesson 3: Getting Information ..., cont'd.

Student B

Your partner will be asking you some questions about Carlos Vierra. The answers are in his resumé below.

Personal

Name: Mr. Carlos Vierra
Address: 1234 Spaghetti Street
Vancouver, B.C. V5R 1Y8
Home Phone Number: (604) 543-0000
Message Phone Number: (604) 826-1111
Date of Birth: March 23, 1958
Place of Birth: Lisbon, Portugal
Social Insurance No.: 722 297 050
Citizenship Status: Permanent Resident
Marital Status: Married
Health: Excellent

Education

Sept. 1976- July 1979	Polivant College, Mira D'aire, Portugal (Extension Courses) --Certificate in Administration and Commerce --Pharmacy
Sept. 1972- July 1976	Polivant Secondary School, Mira D'aire, Portugal

Additional Courses

April-August 1981	English Language Training, Vancouver Community College, Strathcona Centre
July-October 1976	Typing, D'aire College, Portugal

Experience

Aug. 1979- Aug. 1980	Pharmacist, Central Pharmacy, Mira D'aire, Portugal
Aug. 1976- Aug. 1979	Pharmacist's Trainee, Central Pharmacy, Mira D'Aire Portugal

➔ List your own education. Start with the most recent.

Dates attended:	Institution attended:

Lesson 4: Getting Documents Translated

Conversation

A: Do you know how to translate my documents into English?

B: No, I'm sorry, I don't.

A: Do you know anyone who does?

B: I'm afraid not.

➔ Practise this conversation with a partner, using these substitutions for the underlined words:

-- explain my job in English?

-- cancel an appointment?

-- fill out an application form?

-- write a covering letter?

-- write a resumé?

-- ask for a reference?

➔ Complete these. Use only one item from the list above.

1. I know how to ______________________________

____

____

2. I don't know how to ______________________________

____

____

3. I would like to know how to ______________________________

____

____

____

Contact Assignment

Objectives: To find out --- where to get documents translated
--- how much it costs
--- how long it takes

Method: Using the telephone

1. Find "translators" in the yellow pages. Choose one.

   a. Company ______________________________

   b. Address ______________________________

   c. Telephone ______________________________

   d. Cost ______________________________

   e. Time it takes ______________________________

2. Find the "volunteer centre" nearest your home in the white pages.

   a. Centre ______________________________

   b. Address ______________________________

   c. Telephone ______________________________

   d. Do they translate documents? If yes, ask, "How much does it cost?".

   ____

   How long does it take?

   ____

   e. If the answer to d. is no, ask, "Do you know where I can get it done?".

   ____

   ____

   ____

If there are no translation services in your community, you can get work done at the following community agency. It handles personal documents only, however. Personal letters or commercial work are not accepted.

M.O.S.A.I.C.
1161 Commercial Drive
Vancouver, B.C.
V5L 3X3

(Phone: 254-9626; 254-2321)

Cost: 5¢ a word plus $1.20 handling fee*. Out-of-town clients must pay an extra charge for registered return mail.

(*Charge subject to change. Rate given as of July 1982)

ALWAYS SEND PHOTOCOPIES OF YOUR DOCUMENTS, NOT THE ORIGINALS.

Lesson 5: Listing Job Title And Duties

MARCELLE'S WORK EXPERIENCE

Vocabulary:

-- consultant	... a person who gives advice
-- promoted	... given a higher, more senior, job
-- schedule	... timetable
-- stock	... what is sold by a store
-- leave of absence	... permission to be absent from your job for a period of time. You are promised a job when you get back.

➔ Read Marcelle's story and look for

- -- the jobs she had
- -- how long she had each one
- -- what her duties were in each job

Marcelle worked in the Cosmetic Department of Eaton's in Montreal from July, 1976, to November, 1981. She was hired as a salesperson for the cheaper make-up. She did so well that in September, 1978, she became a consultant for *Adoree*, an expensive line of French cosmetics the store handled. They gave her on-the-job training. Soon she became the most popular consultant in the Department.

In January, 1980, Marcelle was promoted again, this time to Assistant Manager. Now, she had to supervise seven other clerks and a cashier. She also made up the work schedule, ordered new stock, and replaced the Manager when she was sick or on holidays. She trained new staff, too.

She loved her job, but felt she needed more education if she wanted to be manager one day. She asked Eaton's for a year's leave of absence so she could go back to school. Because she was an excellent employee, Eaton's agreed. On December 1, 1981, she started her studies.

Circle Marcelle's three job titles, then list them, most recent first (put the last job first).

Example: 1. Assistant Manager, Cosmetics.

2. ______________________________

3. ______________________________

Underline the dates she held each job. Write these dates below, most recent first.

Example: 1. January, 1980, to November, 1981.

2. ______________________________

3. ______________________________

Put a double line under her duties (the job she did) as Assistant Manager. List them in point form. Start with the past verb.

Example: 1. Supervised seven clerks and a cashier.

2. ______________________________

____

3. ______________________________

____

Do you have a job now? Complete the following.

Example: January, 1982, to present -- bus boy

____

Did you work before? List the dates and the job title(s), most recent first.

Example: April, 1979, to July, 1981 -- mechanic

1. ______________________________

2. ______________________________

3. ______________________________

➔ Finally, list your duties. Use continuous verb(s) for the job you have now.

Example: clearing tables

1. ______________________________

2. ______________________________

3. ______________________________

Use past verb(s) for the job(s) you had in the past.

Example: adjusted carburetors

1. ______________________________

2. ______________________________

3. ______________________________

Lesson 6: Listing Experience

Transcript of tape to be used with cloze exercise on page 67 .

MINH'S EXPERIENCES

Minh was very discouraged 1. about his resumé. He didn't 2. think he had anything to 3. write about. After graduating from 4. high school in 1973, he 5. joined the army. He drove 6. supply trucks and often had 7. to make his own repairs. 8. Sometimes he had to make 9. the spare parts, too. Work 10. was hard to find when 11. he got back to Saigon 12. in 1975, so he helped 13. his uncle deliver gas; but 14. soon there was no gas 15. to deliver. He had a 16. lot of time on his 17. hands, so he practised ping 18. pong. He had been high 19. school champion in 1972 and 20. 1973. He escaped to Malaysia 21. in 1976 and spent a 22. year in a refugee camp 23. before coming to Canada. Life 24. in the camp was boring 25. until he got volunteer work 26. with the Red Cross, building 27. huts for the new refugees. 28. He even managed to build 28. a ping pong table and 30. win the camp championship.

Listen to Minh's story.

What happened in 1973? ______________________________

____

in 1975? ______________________________

____

in 1976? ______________________________

____

in 1977? ______________________________

____

Listen to the story again. Fill in the blanks. You may want to hear the story several times.

Minh was very discouraged 1. __________ his resumé. He didn't 2. ________ he had anything to 3. __________ about. After graduating from 4. __________ school in 1973, he 5. __________ the army. He drove 6. __________ trucks and often had 7. __________ make his own repairs. 8. ____________ he had to make 9. __________ spare parts, too. Work 10. __________ hard to find when 11. ________ got back to Saigon 12. ________ 1975, so he helped 13. __________ uncle deliver gas, but 14. _________ there was no gas 15. __________ deliver. He had a 16. ________ of time on his 17. _________ so he practised ping 18. ___________. He had been high 19. ___________ champion in 1972 and 20. __________. He escaped to Malaysia 21. _____ 1976 and spent a 22. _________ in a refugee camp 23. ____________ coming to Canada. Life 24. ________ the camp was boring 25. _________ he got volunteer work 26. ___________ the Red Cross, building 27. __________ for the new refugees. 28. __________ even managed to build 29. __________ ping pong table and 30. ___________ the camp championship.

Minh's Experiences, cont'd.

➔ In small groups, compare your paragraphs. Make one complete story for your teacher to check.

➔ Discuss Minh's story. How many of his experiences can be used in a resumé? List them in point form, starting with the past verb.

Example: 1. graduated from high school

2. ______________________________

3. ______________________________

4. ______________________________

5. ______________________________

Do you have anything similar to express in your resumé? List in point form, past verb first.

1. ______________________________

2. ______________________________

3. ______________________________

4. ______________________________

5. ______________________________

EVERYONE HAS SOMETHING TO PUT IN A RESUMÉ, EVEN IF HE HAS NEVER HAD ANY FORMAL WORK EXPERIENCE.

Lesson 7: Getting References

PART A

Reference:	a person who may be asked about your character and/or ability.

Conversation

Ivo:	I'll never get a reference!
Khan:	How come? You work part-time, don't you? Ask your boss.
Ivo:	I don't want my boss to know I'm looking for another job.
Khan:	He won't mind. He doesn't have any full-time jobs right now.
Ivo:	I hate to take the chance.

➔ Use the information in the conversation to decide if the sentences below are true or false. If you're not sure, check unsure.

	true	false	unsure
1. Ivo will never get a reference.			
2. Khan is looking for a job.			
3. Ivo has a part-time job.			
4. Khan knows Ivo's boss.			
5. Khan thinks Ivo should ask his boss for a reference.			
6. There is no full-time work for Ivo where he's working now.			
7. Ivo can't afford to lose his part-time job.			
8. Ivo is afraid of his boss.			

➔ Compare your answers with a friend's. You don't have to agree, but make sure you can explain why you think you are right.

PART B

Personal Reference: someone who knows more about your character than your working ability

Conversation

Ivo meets Khan a week later.

Ivo: Guess what? I finally asked my boss for a reference--and I got one!

Khan: Great! Now help me get one.

Ivo: What about the Volunteer Centre? You help translate, don't you?

Khan: Yes, but ...

Ivo: Just ask the director. She knows you.

Khan: O.K.

Ivo: And don't forget your teacher. He can give you a personal reference.

Khan: Good idea!

After reading the conversation, answer these questions.

1. What does Khan do at the Volunteer Centre?

____

2. Why is the director able to give Khan a reference?

____

3. Why is a teacher's reference different than a boss'?

____

____

____

____

> * IF YOU ARE MOVING OR LAID OFF, ASK YOUR EMPLOYER FOR A LETTER OF REFERENCE.

Ask: "Would you please give me a letter of reference?"

> * NEVER GIVE A NAME AS A REFERENCE UNLESS YOU HAVE THE PERSON'S PERMISSION.

Ask: "May I use your name as a reference?"

➡ Write references you have permission to use.

Reference:

Name: ____________________ Position: ________________

____________________ ________________

Address: ____

Telephone: (Home) __________ (Office) ________________

Reference:

Name: ____________________ Position: ________________

____________________ ________________

Address: ____

Telephone: (Home) ________ (Office) __________________

Personal Reference:

Name: ____________________ Position: __________________

Address: ____

Telephone: (Home) _________ (Office) __________________

Lesson 8: Checking Information

BEFORE YOU START YOUR RESUMÉ:

Find someone who	Name
1. used a resumé in his country	
2. knows his S.I.N. or *has it handy	
3. can get a reference from a Canadian employer	
4. knows where to get documents translated	
5. can type his own resumé	
6. has a personal Canadian reference	
7. thinks making a resumé is a waste of time	
8. knows what to do if his documents are lost	
9. remembers his postal code	
10. can describe his job duties in English	
11. has a 'message' phone number	
12. knows the English names of the machines and equipment he can operate	
13. did volunteer work in a refugee camp	
14. has a valid B.C. driver's license	

A quick check of personal information:

1. S.I.N. (Social Insurance Number) ____________________
2. Postal Code ____________________
3. Telephone number ____________________
4. Date of birth ____________________
5. Citizenship status ____________________

---

* has it handy = has it with him or nearby

Lesson 9: Writing A Resumé

RESUMÉ

Personal

Name: (include title) ______
Address: ______
______ (postal code)
Telephone: Home ______
Message ______
Social Insurance No.: ______
Place of Birth: ______
Date of Birth: ______
Citizenship Status (in Canada): ______
Marital Status: ______
Health: ______

Education and Training (Start with most recent first)

(Note: Put the month and year under 'from' and 'to')

from ______
to ______
Name of school: ______
Location: ______
Program and Major: ______
Courses Taken: ______
Degree/Diploma/Certificate Granted (if any):
______

from ______
to ______
Name of school: ______
Location: ______
Program and Major: ______
Courses Taken: ______
Degree/Diploma/Certificate Granted (if any):
______

from ______
to ______
Name of school: ______
Location: ______
Program and Major: ______
Courses Taken: ______
Degree/Diploma/Certificate Granted (if any):
______

Additional Courses/Training

____________________ ____________________

____________________ ____________________

Awards

____________________ ____________________

____________________ ____________________

Experience (most recent job, first)

from ______ Job Title: ____________________
to ______ Company: ____________________
Location: ____________________
Duties: ____________________
____
____
____
____

from ______ Job Title: ____________________
to ______ Company: ____________________
Location: ____________________
Duties: ____________________
____
____
____
____

from ______ Job Title: ____________________
to ______ Company: ____________________
Location: ____________________
Duties: ____________________
____
____
____
____

from ______ Job Title: ____________________
to ______ Company: ____________________
Location: ____________________
Duties: ____________________
____

Additional Information

Volunteer Work:

____

____

____

____

____

Equipment Operated:

____

____

____

____

Hobbies and Interests:

____

____

____

Languages: Spoken: ______________________________

Written: ______________________________

References

Name: ____________________ Position: ____________________

Address: ____

Telephone: ____________________ (Home)

____________________ (Office)

Name: ____________________ Position: ____________________

Address: ____

Telephone: ____________________ (Home)

____________________ (Office)

Name: ____________________ Position: ____________________

Address: ____

Telephone: ____________________ (Home)

____________________ (Office)

Lesson 10: Discussing Resumés

Discuss these statements in a small group. You don't have to agree on the answers, but make sure you can explain your answer. Put agree, disagree, or it depends after each sentence.

1. Resumés must be typed. ____________________
2. Many want ads ask for a resumé. ____________________
3. A resumé can never be more than a single page. ____________________
4. Resumés are more important for men than women. ____________________
5. Your resumé, plus a *covering letter, can be sent to a company where your kind of work is done, even if the company hasn't advertised a job opening. ____________________
6. Your resumé can help you fill out an application form. ____________________
7. Always send a photocopy of your resumé, not the original. ____________________
8. Offer your resumé to an employer even if he doesn't ask for it. ____________________
9. Before an interview, use your resumé to review the English terms for your work experience. ____________________
10. Employers don't expect a resumé unless a person has gone to university. ____________________
11. The longer your resumé, the better your chances are of getting a job. ____________________
12. You can use the same resumé for every job you apply for. ____________________
13. Education always comes before experience on a resumé. ____________________

---

* covering letter = letter introducing yourself and enclosing your resumé

Lesson 11: Enquiring About A Job Vacancy--Covering Letter

1234 Spaghetti Street
Vancouver, B.C.
V5R 1Y8

May 25, 1983

Mr. A. Wintermeyer
Personnel Manager
Toronto Drug Company
2566 Lansdale Street
Vancouver, B.C.

Dear Mr. Wintermeyer:

This letter is to enquire if you have any job openings in your company. I have had four years' experience working in a company similar to yours, and am familiar with all phases of drug store work, including office management and inventory control.

I am bondable and have a clean driver's licence. I learn quickly and am prepared to take advantage of further training opportunities on my own. Further details of my employment history and education are on the enclosed resumé.

I would like an opportunity to discuss my qualifications with you. I am free for an interview at any time. I can be reached at 543-0000 or at the above address.

Sincerely

Carlos Vierra

Carlos Vierra

encl.

Lesson 12: Reviewing Job Search Vocabulary

PART A

Word Search: Find the words listed below in the puzzle. Some words are backwards. See examples.

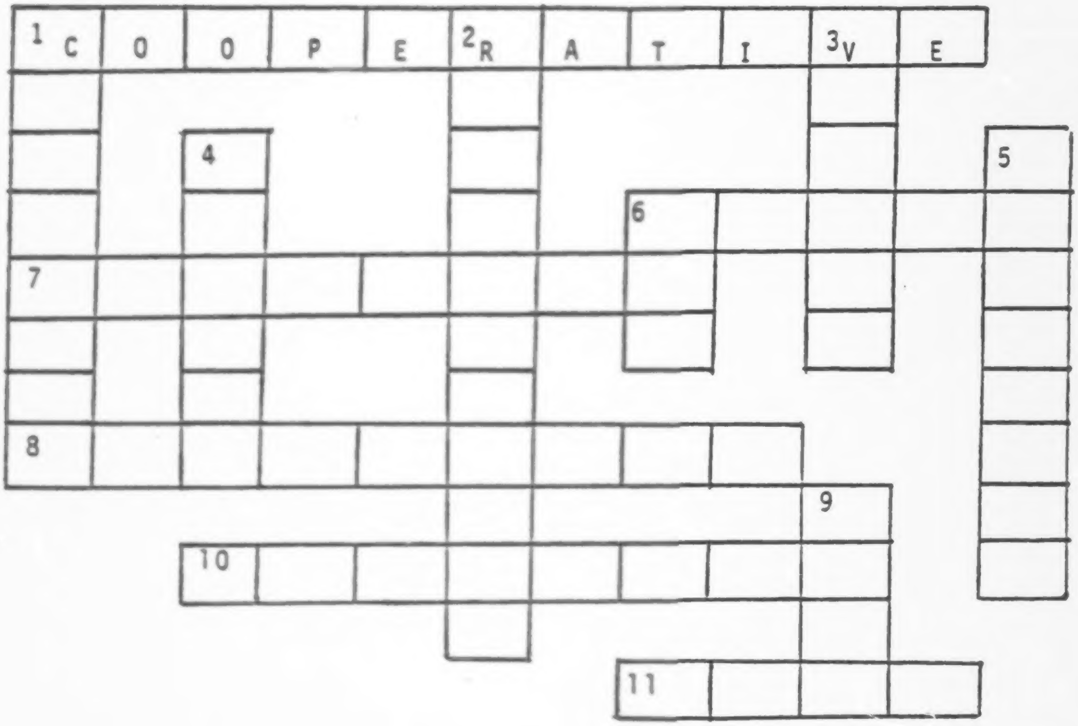
R	E	F	E	R	E	N	C	E	S	K	P
E	V	O	M	X	G	O	A	T	G	B	L
P	E	U	U	S	L	I	A	M	R	S	A
I	R	N	S	E	I	T	U	D	E	U	C
N	Y	D	E	Y	E	A	R	O	S	J	E
S	E	S	R	U	O	C	A	C	T	L	S
T	F	E	X	I	S	U	T	U	A	E	L
I	U	V	Z	O	V	D	E	M	T	L	A
T	B	A	A	T	O	E	O	E	E	A	I
U	K	E	I	L	E	A	R	N	S	M	T
T	E	L	L	N	I	A	R	T	E	E	I
E	T	A	D	N	O	D	A	S	W	F	N
P	R	I	N	T	W	R	I	T	E	G	I

1. courses
2. date
3. document
4. dollar
5. done
6. driver
7. duties
8. education
9. every
10. female
11. found
12. initial
13. institute
14. learns
15. leaves
16. mails
17. male
18. move
19. Mrs.
20. name
21. no.
22. place
23. print
24. references
25. resumé
26. star
27. state
28. tell
29. train
30. true
31. yes
32. valid
33. very
34. write
35. year

PART B

Crossword

PERSONAL QUALITIES



ACROSS

1. always ready to help (11)
6. something you can do (5)
7. do everything complete (adjective) (8)
8. full of energy (9)
10. correct (8)
11. not punctual (4)

DOWN

1. what artists are (8)
2. knows what to do in an emergency (11)
3. not repetitious (6)
4. to pick out, select (6)
5. adaptable; changes easily (8)
6. opposite of "he" (3)
9. tidy (4)

MODULE THREE: METHODS OF FINDING JOBS

MODULE THREE: METHODS OF FINDING JOBS

Notes To The Teachers

Objectives:

The student will
- discover how people in Canada locate job vacancies
- be able to read the newspaper want ads
- be able to use the C.E.C. (Canada Employment Centre)

Background Information ...

- The idea of actively going out and looking for work is often foreign to many immigrants. They may have come from a situation where they were placed in a job, and expect the C.E.C. to fill that role here in Canada. They should be made aware that they have a responsibility to do more than just visit the C.E.C. regularly.
- Most available jobs are not advertised in the want ads or through the C.E.C.
- Students often see 'family and friends' as the best source for locating jobs but it is worth considering with them the fact that often jobs found in this manner do not utilize the skills and abilities of the worker.
- Students should understand what employment agencies are and be aware that they do not charge for their job finding service. (They can and do charge for other services, eg. resumé writing.)
- Hospitals usually post jobs on bulletin boards.
- Probably the best job search method, expecially in times of high unemployment, is to locate suitable companies in the yellow pages of the telephone book, submit resumés to these companies, and follow up prospects regularly. (One former student visited 150 companies before he found work.)
- Students should be aware that looking for a job is in itself a full time job, and that most of the responsibility for trying to locate work in Canada rests with the individual.

Teaching Suggestions...

- Have the day's newspaper in the classroom so that students can check the want ads daily. Use ads they express interest in or have questions about in class activities, e.g. vocabulary development or letter writing.
- Have current telephone books available for use in the classroom. Get the students to use the yellow pages to locate companies suited to their qualifications.

Introductory Exercise: Finding Out How Canadians Get Their Jobs -- Contact Assignment

Ask five Canadians who are working how they got their jobs. Put a check in the correct box.

	1	2	3	4	5
CANADA MANPOWER					
NEWSPAPER WANT ADS					
FAMILY FRIENDS					
EMPLOYMENT AGENCIES					
BULLETIN BOARDS					
DIRECT WALK-IN					
OTHER					

Follow Up

-- Put your results on the chart, identical to the one above, that your teacher has put on the blackboard.

-- When the whole class has done this, add up the checks.

-- List the three most common sources of jobs:

1. ______________________________

2. ______________________________

3. ______________________________

-- Discuss the results as a class: How will the results of this exercise affect your job search?

Unit 1: Reading The Want Ads

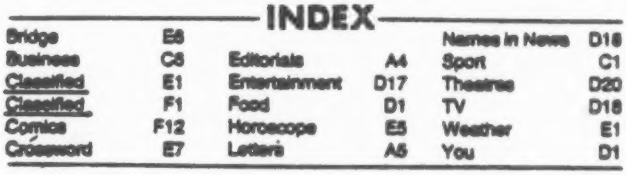
LESSON 1

LOCATING JOBS IN THE WANT *ADS OF NEWSPAPERS

Discuss

- In the area where you live, which paper(s) advertise(s) **employment opportunities?
- Are there more job ads on some days than others in these papers?
- How can you {get hold of / get} this/these newspaper(s)?

Look at the **index** from the front page of the Vancouver Sun.



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Business	C8	Editorials	A4	Sport	C1
Classified	E1	Entertainment	D17	Theatres	D20
Classified	F1	Food	D1	TV	D18
Comics	F12	Horoscope	E5	Weather	E1
Crossword	E7	Letters	A5	You	D1

The want ads are in the classified section underlined above.

---

*ads — advertisements
**employment opportunities — jobs available

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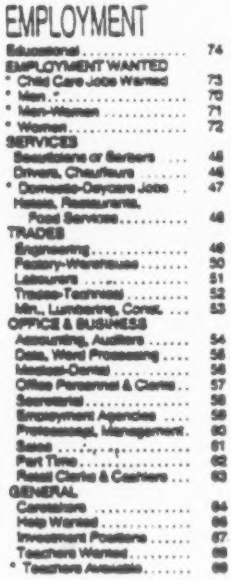
Look at these indexes for employment ads from the classified sections of these newspapers.

What is interesting about them?

The Vancouver Sun



EMPLOYMENT

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* Men	70
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Beauticians or Barbers	45
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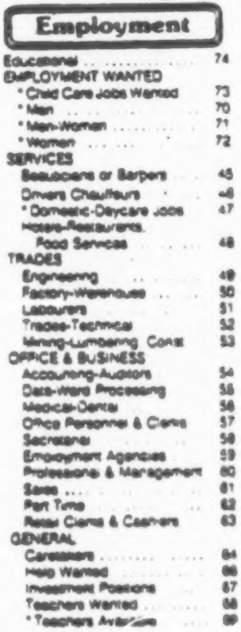
The Vancouver Province



Employment

Educational	74
EMPLOYMENT WANTED	
* Child Care Jobs Wanted	73
* Men	70
* Men-Women	71
* Women	72
SERVICES	
Beauticians or Barbers	45
Drivers Chauffeurs	46
* Domestic-Daycare Jobs	47
Hotels-Restaurants, Food Services	48
TRADES	
Engineering	49
Factory-Warehouse	50
Labourers	51
Trades-Technical	52
Mining-Lumbering Const.	53
OFFICE & BUSINESS	
Accounting-Auditors	54
Data-Word Processing	55
Medical-Dental	56
Office Personnel & Clerks	57
Secretarial	58
Employment Agencies	59
Professional & Management	60
Sales	61
Part Time	62
Retail Clerks & Cashiers	63
GENERAL	
Caretakers	64
Help Wanted	66
Investment Positions	67
Teachers Wanted	68
* Teachers Available	69

*Note — under the categories marked with an asterisk (*) you can find ads written by people looking for jobs (rather than employers looking for employees).

If you do not use these papers, put the index for employment ads from your newspaper in the space.

Discuss the different job categories with your class.

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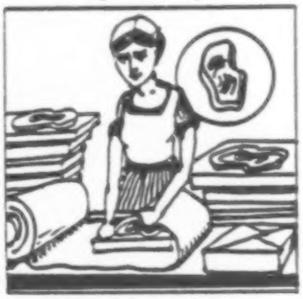
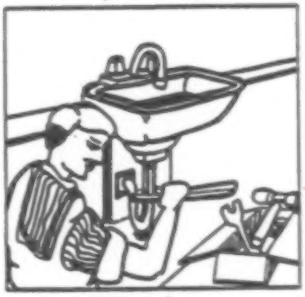
➡ Match the job category with a job. Put the correct category number in the space.

(   )



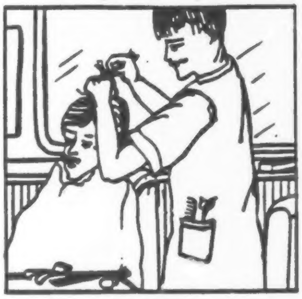
meat packer

(   )



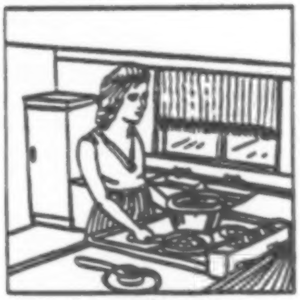
plumber

eg. (45)



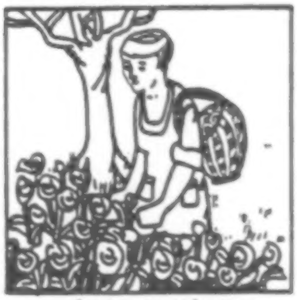
barber

(   )



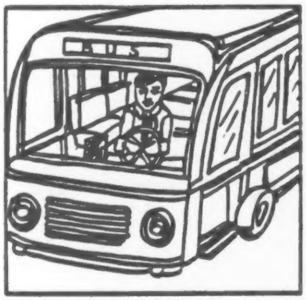
housekeeper

(   )



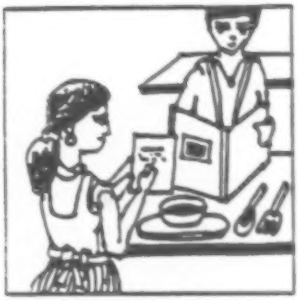
farm worker

(   )



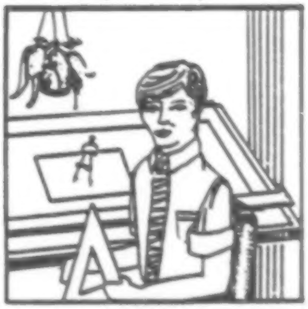
bus driver

(   )



waitress

(   )



engineer

45 BEAUTICIANS or BARBERS

46 DRIVERS, CHAUFFEURS

47 DOMESTIC, DAYCARE JOBS

48 HOTELS, RESTAURANTS

49 ENGINEERING

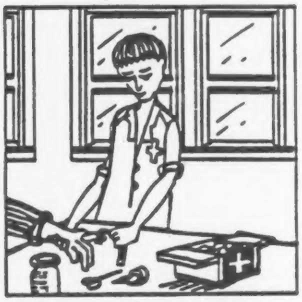
50 FACTORY-WAREHOUSE

51 LABOURERS

52 TRADES, TECHNICAL

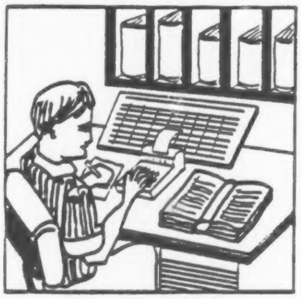
➡ Match the job category with a picture. Put the correct category number in the space.

(   )



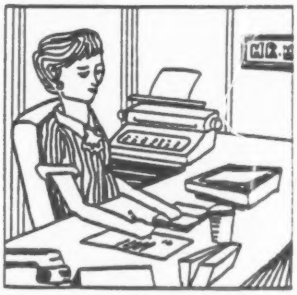
first aid attendant

(   )



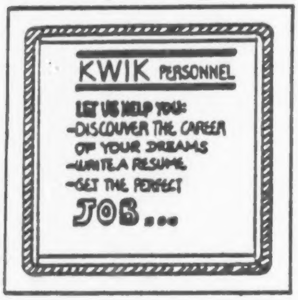
bookkeeper

(   )

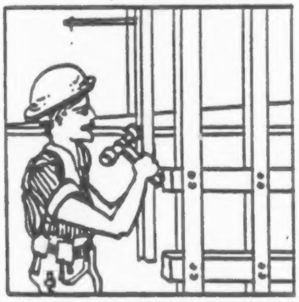


secretary

(   )

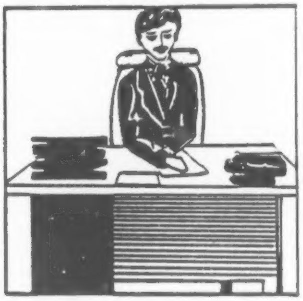

KWIK PERSONNEL
LET US HELP YOU:
-DISCOVER THE CAREER OF YOUR DREAMS
-WRITE A RESUME
-GET THE PERFECT
JOB...

(   )

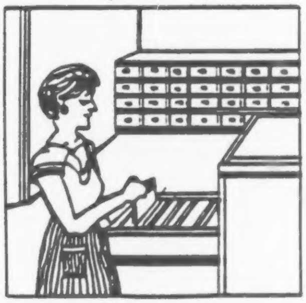


construction worker

(   )

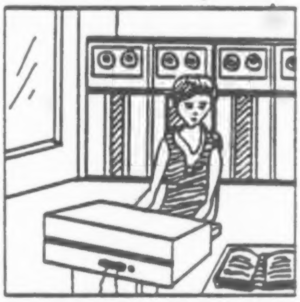


(   )



file clerk

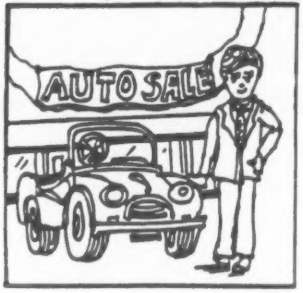
(   )



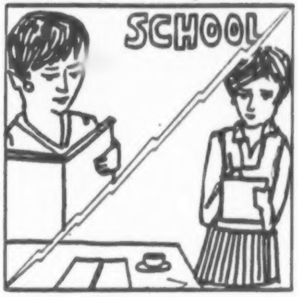
computer data entry

53 MINING, LUMBERING, CONSTRUCTION
54 ACCOUNTING, AUDITORS
55 DATA, WORD PROCESSING
56 MEDICAL-DENTAL
57 OFFICE PERSONNEL, CLERKS
58 SECRETARIAL
59 EMPLOYMENT AGENCIES, TESTING, RESUMES
60 PROFESSIONAL, MANAGEMENT

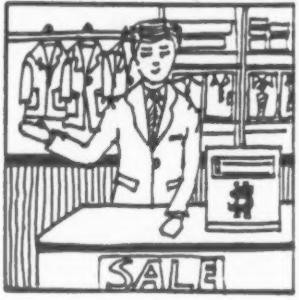
(   )



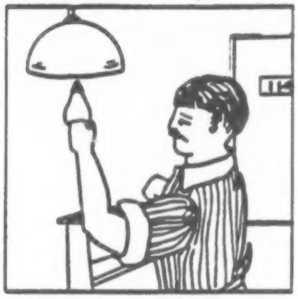
(   )



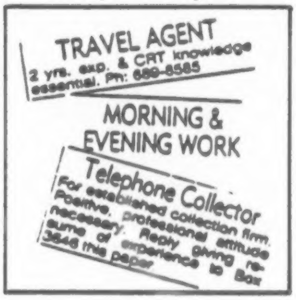
(   )



(   )



(   )

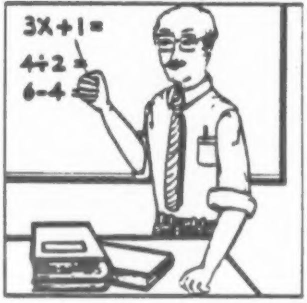


TRAVEL AGENT
2 yrs. exp. & CRT knowledge essential. Ph: 689-8585

MORNING & EVENING WORK

Telephone Collector
For established collection firm. Positive, professional attitude necessary. Reply giving resume of experience to Box 3846 this paper

(   )



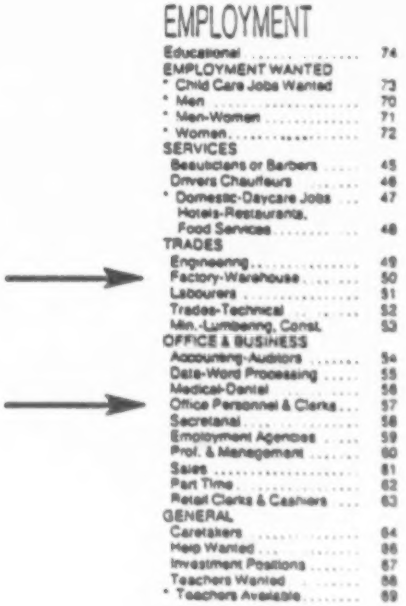
61 PART TIME
62 CARETAKERS
63 HELP WANTED
64 SALES
66 TEACHERS WANTED
68 RETAIL CLERKS & CASHIERS

Preparation for dyad on pages 92 and 93 .

Sample Conversation:

Where do you think I would find ads for **stock clerks?**

You could try **#50, Factory Warehouse** or **#57, Office Personnel and Clerks.**



EMPLOYMENT

Educational	74
EMPLOYMENT WANTED	
* Child Care Jobs Wanted	73
* Men	70
* Men-Women	71
* Women	72
SERVICES	
Beauticians or Barbers	45
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Accounting-Auditors	54
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Employment Agencies	59
Prof. & Management	60
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Part Time	62
Retail Clerks & Cashiers	63
GENERAL	
Caretakers	64
Help Wanted	66
Investment Positions	67
Teachers Wanted	68
* Teachers Available	69

Note: You can sometimes find one type of job under more than one category.

➡ Directions:
- Ask your partner where to locate the jobs (on your page) in the want ads.
- Write the number(s) of the category(ies) above occupational pictures.
- Answer using the information given. Get the name of the category(ies) from the index.

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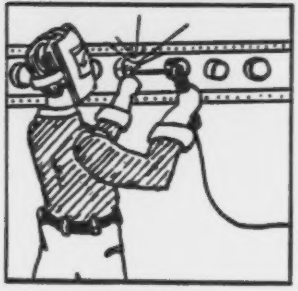
YOUR QUESTIONS FOR YOUR PARTNER....(student 1)

"Where do you think I would find ads for ________________?"

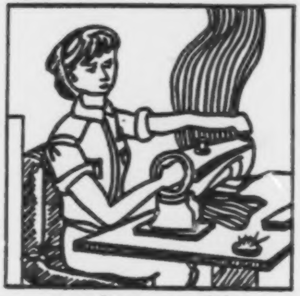
Write the number(s) of the job category(ies) in the spaces below.

(1) ____________



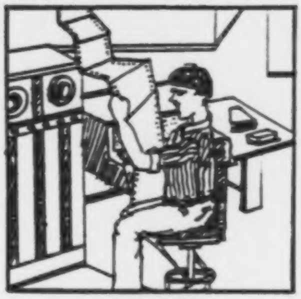
welders

(2) ____________



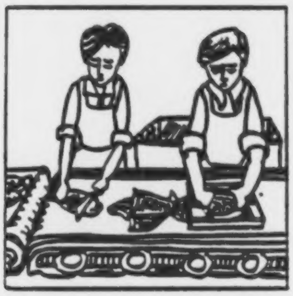
sewing machine operators

(3) ____________



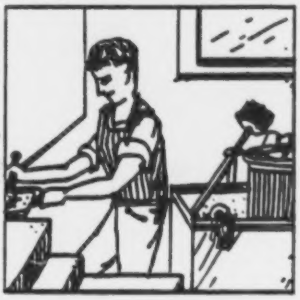
computer programmers

(4) ____________



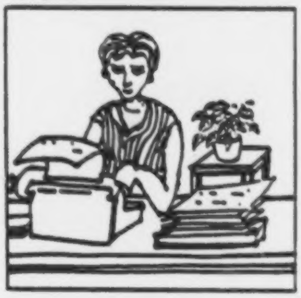
assembly workers

(5) ____________



janitors

(6) ____________



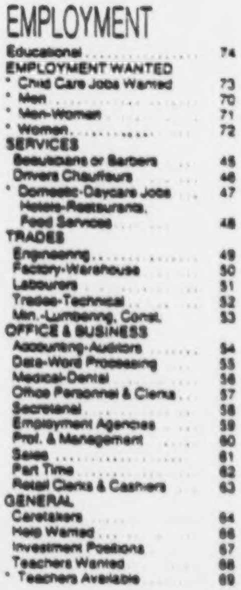
typists

YOUR ANSWERS TO YOUR PARTNER'S QUESTIONS

"You could try ________________"

Get the name of the category from the index.

	number	name		number	name
(7)	#50,	__________	or	#46,	__________.
(8)	#52,	__________	or	#53,	__________.
(9)	#48,	__________	or	#66,	__________.
(10)	#57,	__________.			
(11)	#66,	__________	or	#52,	__________.
(12)	#51,	__________	or	#66,	__________.



EMPLOYMENT

Educational	74
EMPLOYMENT WANTED	
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• Men	70
• Men-Women	71
• Women	72
SERVICES	
Beauticians or Barbers	45
Drivers Chauffeurs	46
• Domestic-Daycare Jobs	47
Hotels-Restaurants, Food Services	48
TRADES	
Engineering	49
Factory-Warehouse	50
Labourers	51
Trades-Technical	52
Min.-Lumbering, Const.	53
OFFICE & BUSINESS	
Accounting-Auditors	54
Data-Word Processing	55
Medical-Dental	56
Office Personnel & Clerks	57
Secretarial	58
Employment Agencies	59
Prof. & Management	60
Sales	61
Part Time	62
Retail Clerks & Cashiers	63
GENERAL	
Caretakers	64
Help Wanted	66
Investment Positions	67
Teachers Wanted	68
• Teachers Available	69

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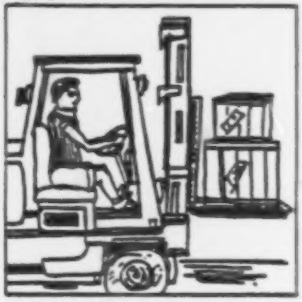
YOUR QUESTIONS FOR YOUR PARTNER....(student 2)

"Where do you think I would find ads for ____________?"

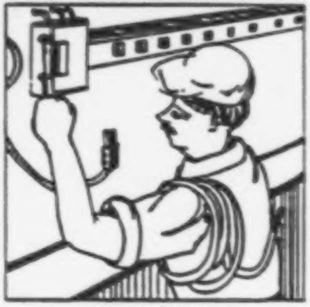
Write the number(s) of the job category(ies) in the spaces below.

(7) ____________



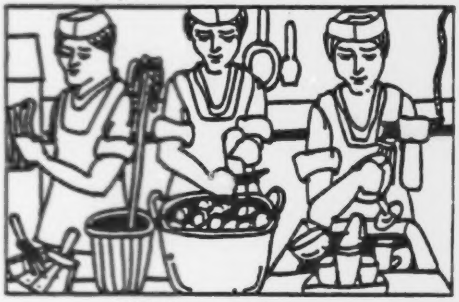
fork lift operators

(8) ____________



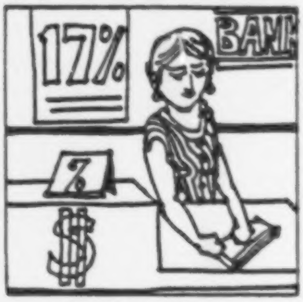
electricians

(9) ____________



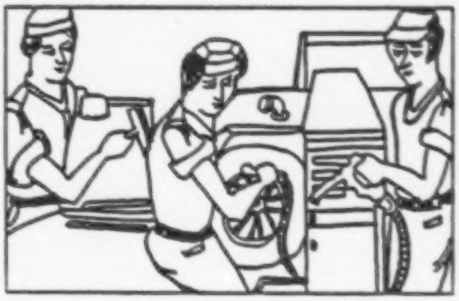
kitchen helpers

(10) ____________



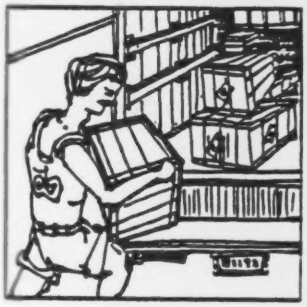
bank tellers

(11) ____________



service station attendants

(12) ____________



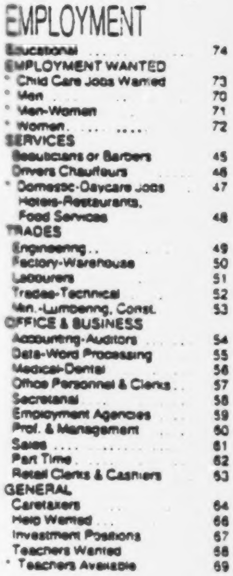
labourers

YOUR ANSWERS TO YOUR PARTNER'S QUESTIONS

"You could try ____________"
Get the name of the category from the index.

number name number name

(1) #52, ____________ or #53, ____________.
(2) #50, ____________.
(3) #55, ____________.
(4) #50, ____________.
(5) #66, ____________ or #51, ____________.
(6) #57, ____________ or #58, ____________.



EMPLOYMENT

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GENERAL	
Caretakers	64
Help Wanted	66
Investment Positions	67
Teachers Wanted	68
* Teachers Available	69

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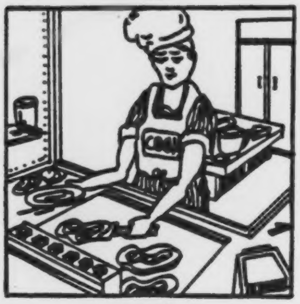
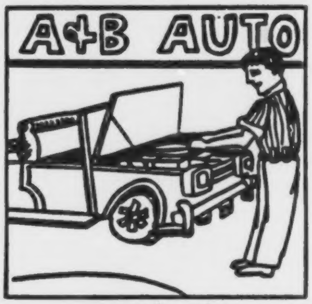
Task: Get hold of the Classified Section of a newspaper you use.
Find ads for the jobs below in the Employment Section.
Write down the number and name of the category(ies) you find them in.

1.



cook

2.

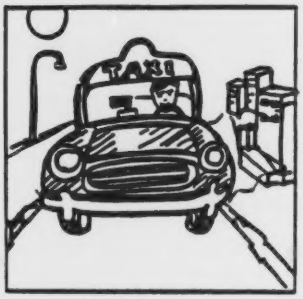


mechanic

#_____ name ____________________ #_____ name ____________________

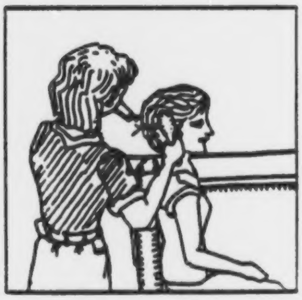
____________________ ____________________

3.



taxi driver

4.



hair stylist

#_____ name ____________________ #_____ name ____________________

____________________ ____________________

Write down a job (or jobs) you are interested in.
Write the number and name of the category(ies) you would look under in the ads.
Cut out an ad for your chosen area of employment (if you can find one) and put it in the space below.

Job ________________________________

Category Number ____________________

Category Name ______________________

Job ________________________________

Category Number ____________________

Category Name ______________________

Lesson 2: Common Abbreviations Found In Want Ads

➔ Discuss how abbreviations are made in English.

1. acc.(g) -- accountant(ing)
2. afts. -- afternoons
3. appt. -- appointment
4. approx. -- approximately
5. asst. -- assistant
6. bldg. -- building
7. cert. -- certified
8. co. -- company
9. comm. -- commission
10. corp. -- corporation
11. dent. -- dental
12. eves. -- evenings
13. exc. excell. -- excellent
14. exp.(d) -- experience(d)
15. fin. -- financial
16. f/t -- full-time
17. h.d. -- heavy duty
18. hr. -- hour
19. immed. -- immediately
20. Inc. -- Incorporated
21. incl.(d) -- include(d)
22. ind. -- industrial
23. infor. -- information
24. jr. -- junior
25. lic. -- license(d)
26. lt. -- light
27. ltd. -- limited
28. max. -- maximum
29. mech. -- mechanical
30. med. -- medical
31. m/f --male or female
32. mfg. -- manufacturing
33. min. -- minimum
34. mo. -- month
35. nec. -- necessary
36. neg. --* negotiable
37. nr. -- near
38. pd. -- paid
39. p/t; pt.t. -- part-time
40. perm. -- permanent
41. ph. -- telephone
42. p.o. -- post office
43. pref.(d) -- prefer(d)/preferably
44. req.(d) -- require(d)
45. resp. -- responsible
46. rge. -- range
47. rm. -- room
48. sr. -- senior
49. temp. -- temporary
50. vic. -- ** vicinity
51. w. -- with
52. wk. -- work or week
53. w.p.m. -- words per minute
54. wtd. -- wanted
55. yr. -- year

➔ Write out the phrases below in full.

Eg. 30 hr. wk. 30 hour week

1. large co. pd. med./dent. plan ________________________

2. pt.t. wk. ________________________

3. no exp. req'd but pref'd. ________________________

* negotiable = to be discussed; open for discussion
** vicinity (of) = near

Abbreviations for Areas In and Around Vancouver

➔ In pairs, do the conversation below, using the map from the white pages of the Vancouver telephone book.

Write the full name of the area in the space provided.

Conversation

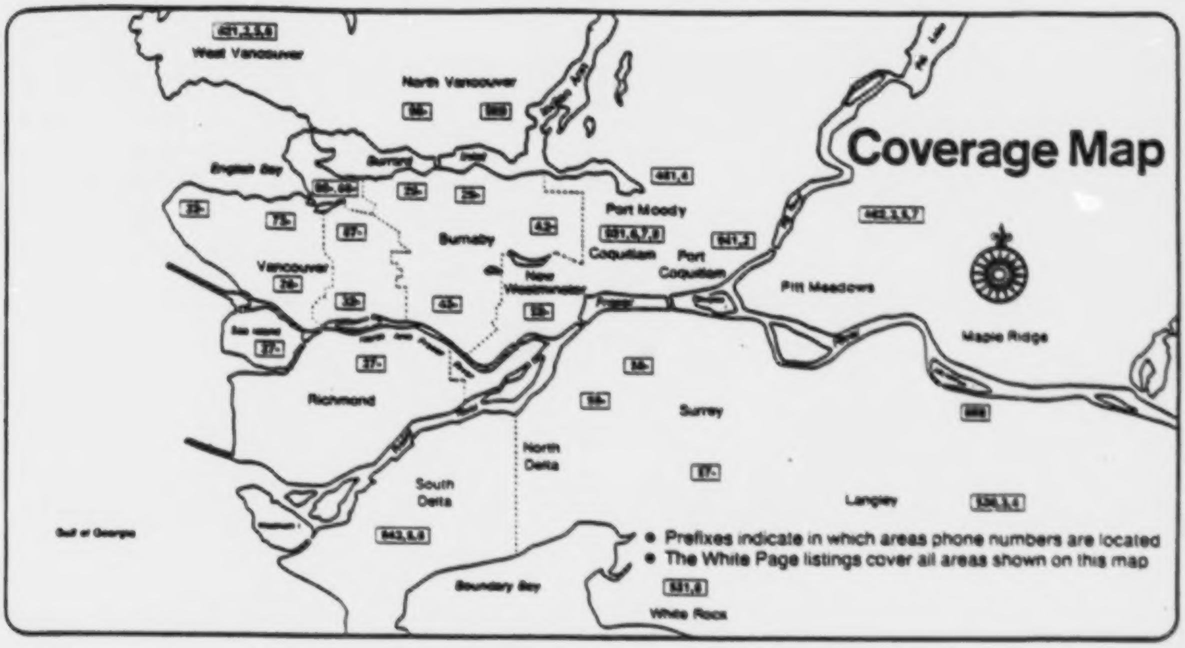
What does D e l { stand for? / mean?

Delta.

How do you spell that?

capital D e l t a.

Say the letters:	Write the full name:	Say the letters:	Write the full name:
1. Coq.		6. Sry.	
2. N. Wr./N. West.		7. N.Van./N.Vn.	
3. Lang.		8. W. Rock	
4. Bby.		9. Pt. Coq.	
5. Mpl. Rge./Mpl. Rdg.		10. Pt. Mdy./P. Mdy.	
		11. Pitt Mds.	


Coverage Map
West Vancouver
North Vancouver
English Bay
Burrard Inlet
Indian Arm
Port Moody
Coquitlam
Port Coquitlam
Pitt Lake
Pitt Meadows
Maple Ridge
Vancouver
Burnaby
New Westminster
Fraser
Sea Island
Richmond
Surrey
North Delta
South Delta
Langley
Gulf of Georgia
Boundary Bay
White Rock

- Prefixes indicate in which areas phone numbers are located
- The White Page listings cover all areas shown on this map

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Lesson 3: Finding General Locations From Phone Numbers

Note: In want ads, sometimes the phone number is all you have to find out the general location of the company.

➔ In pairs, do the conversation below, using the telephone numbers in the ads given and the map on page 96.

e.g.

Service station requires front attendant. Shift work. Must have valid drivers licence. Starting rate $4.50 hr. Call 294-6182 for appt

What part of the city are phone numbers beginning with 294?

Just a minute, I'll check the map. They're in Burnaby.

1.

Exp. labourers for construction 585-8543.

What part of the city are phone numbers beginning with ________?

Just a minute, I'll check the map. They're in ____________________.

2.

Experienced waitress/er & dishwasher. 521-7056. Before 4 pm.

____

______________________________?

____

______________________________.

3.

Elderly lady in wheel chair. urgently needs kind live-in help. 922-5527 aft. 4.

____

______________________________?

____

______________________________.

4.

Sewing Mach. Operators. sgle. needle. good wages. exp. req. 669-0859.

____

______________________________?

____

______________________________.

5.

COOK'S HELP
For 1st. class Restaurant. Must have experience & able to speak Italian. For appt. 270-3530

____

______________________________?

______________________________.

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Lesson 4: Finding Information About The Company

➔ In groups,
1. look for the information
2. write this information in the spaces
3. if you can't find (or figure out) the answers, draw a line above the space, e.g. ______________

Example

New manufacturing plant opening next month in Rich. Tradesmen required: Lathe operators; Horizontal boring mill operators; cylindrical grinding operators. Apply to Frista Industries Ltd., Suite 103-12000 Gilbert Rd., Richmond. 273-8592. attention: B. McLean.

name of co. Frista Industries Ltd.
type of co. manufacturing plant
description of co. new, opening next month
general location Richmond, B.C.
address #103-12000 Gilbert Road
phone no. 273-8591

1. Service Station, young aggressive company requires service station person. must be neat, pleasant and willing to learn, above average wages & commissions. apply in person 3150 McDonald Street.

name of co. ______________
type of co. ______________
description of co. ______________
____
general location ______________
address ______________
phone no. ______________

2. Small specialist Mfg. Co. in Newton area has immediate opening for a qualified Welder-Fitter able to read metric drawings. Call Martin. 594-0422 between 9 & 4.

name of co. ______________
type of co. ______________
description of co. ______________
____
address ______________
phone no. ______________

3. POWER MACHINE OPERATORS

Experienced sewing machine operators required for ladies garment factory. Good working conditions. Union benefits. Apply Surrey Classics. 55 Water St. (4th floor) Vancouver

name of co. ______________
type of co. ______________
description of co. ______________
____
address ______________
phone no. ______________

Note: Discuss with your class any vocabulary in the ads that interests you. Don't worry about understanding everything.

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Lesson 5: Finding Information About The Job

➔ In groups, find the information listed beside the ads below. Write the information in the spaces.

Example

Jr. Shipper/Receiver
Required by electronics firm in Port Moody. The successful applicant will be responsible for purchasing, shipping, maintaining inventory records, completing purchase orders, pickups. Applicant should hold a valid driver's license. Apply in writing to Job No. 3, Box 384, Pt. Coquitlam, B.C. V3C 4K6.

title of job Junior Shipper/Reciever

description of job duties/responsibilities

purchasing, shipping, maintaining

inventory records, completing

purchase orders, pickups

____

1.

GIRL FRIDAY
For small office. Duties include shipping, general office work, some typing & basic accounting. Aptitude for figures an asset. Reply to Box 3336 this paper.

title of job ________________

description of job duties/responsibilities

____

____

____

____

2.

RESIDENT MANAGER
Experienced mature couple for 50 suite garden complex. Duties include all gardening, pool maintenance, appliance & general repairs, etc. collections of rents, and general bookkeeping is essential. Salary offered $24 000 per annum plus reduced rental. Apply to Box 2203 this paper stating experience.

title of job ________________

description of job duties/responsibilities

____

____

____

____

3.

CARPETS
Warehouse person reqd for large carpet retailer. Duties include operating forklift, cutting, servicing orders, some supervision. Good opportunity for self-motivated person. Exp. preferred. Send resume & salary expected to Box 2843 this paper.

title of job ________________

description of job duties/responsibilities

____

____

____

____

Note: Discuss with your class any vocabulary in the ads that interests you. Don't worry about understanding everything.

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Vocabulary

➔ Match the words on the left with the definitions on the right.

1. part-time wk.	(_) the job is for a limited time
2. full-time wk.	(_) the employee is called when the employer needs him
3. permanent wk.	(_) less than 40 hours a week of work
4. temporary wk.	(_) extra things a company offers, e.g. medical insurance, life insurance.
5. casual wk.	(_) usually 40 hours a week
6. shift wk.	(_) the job is continuing
7. (fringe) benefits	(_) work at different times of the day or night

➔ In groups,
1. look for the information listed beside the ads, on the following page;
2. write the information you can find in the ad in the spaces; and
3. if you can't find the answers, draw a line above the space, e.g. __________

Example

MACHINIST

We have an opening for a fully experienced journeyman on our day shift team. This is a permanent position with no layoffs. Hourly rate is negotiable according to individual ability. We are a custom machine shop involved in many interesting & challenging applications. Full benefits include medical, dental, life insurance, accident & sickness insurance, extended health. Surrey location.

888-2223

*type of work permanent - no layoffs

shift info. day shift

salary (wage) info. negotiable - according to ability

benefits info. full benefits: medical, dental, life insur., accident and sickness insuranc, extended health

starting date —

training info. —

* type of work = part-time, full-time, temporary, permanent, casual

IF THE AD DOESN'T MENTION THE TYPE OF WORK, IT IS PROBABLY FULL-TIME.

BEST COPY AVAILABLE

1.

LAB ASSISTANTS

Required for commercial geochemical lab. Willing to train. $4.50 per hr., dayshift. $5.50 per hr evening shift. Chemex Labs Ltd. 212 Brooksbank ksben Ave., North Van. 984-0221.

type of work ____________________

shift info. ____________________

salary (wage) info. ____________________

____

benefits info. ____________________

____

____

____

starting date ____________________

training info. ____________________

____

____

2.

Metal fabricating shop in lower mainland requires people for shift work. Union rates, excellent benefits. Please reply to Box 4855 this paper

type of work ____________________

shift info. ____________________

salary (wage) info. ____________________

____

benefits info. ____________________

____

____

____

starting date ____________________

training info. ____________________

____

____

3.

Wanted immed. electricians & apprentices: Min. 1½ yrs. apartment or house wiring exp. Benefits avail., dental etc. Wages negotiable. Call Susan 833-3316.

type of work ____________________

shift info. ____________________

salary (wage) info. ____________________

____

benefits info. ____________________

____

____

____

starting date ____________________

training info. ____________________

____

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Lesson 6: Finding the Requirements From Want Ads

Different ways of describing * requirements:

must — have 2 years' experience
must — be experienced

2 years' experience (is) — required
2 years' experience (is) — a must
2 years' experience (is) — essential
2 years' experience (is) — necessary

minimum 2 years' experience

experienced (drivers) required

only experienced candidates need apply

successful candidate will have 2 years' previous experience

applicants should have 2 years' experience

➜ Find the requirements for the following jobs, and write them in the spaces provided.

Example

SERVICE STATION
Established, residential, requires mature full and attendant. Requirements: Aggressive, neat, honest, personable & have sales ability. Day work, Mon.-Fri. Medical, Dental & Group Insurance plans. Call Ed at 263-2704

must be aggressive, neat, honest, personable and have sales ability

1.

DRIVERS
Required for local pick up & delivery. Must have 1 year experience on straight trucks & tractor trailers. Must also have Class 1 license with air brake ticket. This position offers steady year round employment with a well established company. Reply with complete resume to box 2621 this paper

must ______________________________

2.

PHOTOCOPIER TECHNICIAN
Experienced person required by rapidly expanding firm. Must be reliable and able to work with minimal supervision. Position offers good salary, excellent benefits and company vehicle. For appt. call Collin, 986-0531.

must ______________________________

---

* requirements — qualifications employers feel applicants have to have in order to apply for the job

IF YOU FEEL YOU COULD DO A JOB, BUT DON'T HAVE ALL THE REQUIREMENTS (ESPECIALLY ENGLISH), APPLY ANYWAY. WHAT CAN YOU LOSE?

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➔ Make up yes/no questions using * 'have to', and ask your partner about the requirements for the jobs below.

Answer from the ads, using "Yes, you do" or "No, you don't".

Example for #1

Do you have to have experience (for the job)?
Yes, you do.

1. **DRIVER**
Experienced driver required immediately for Vancouver Meat Packing Plant. Applicants must be bondable with Class 3 licence. Union rates. Apply in writing giving resume of past experience and telephone number to 750 Terminal Ave., Vancouver, B.C.

(have to)
- be bondable?
- have a Class 1 Driver's Licence?
- have a Class 3 Driver's Licence?
- give the company a resumé?

2. Part time driver req. for pharmacy. Must have own car. Salary and times neg. Jeff 473-5811

(have to)
- (be willing to) work full-time?
- have your own car?

3. Opportunity for person with some kitchen & grill experience. No shift work. Female uniform supplied. Hours 6:30 to 6 pm, Mon. to Fri. Apply in person, 286 W. 2nd, 2 blks. E. of Cambie, from 2-4 pm.

(have to)
- (be willing to) work shifts?
- (be willing to) buy a uniform?

4. **POWER MACHINE OPERATOR**
Experienced sewing machine operators required for ladies garment factory. Good working conditions. Union benefits. Apply Surrey Classics, 55 Water St. (4th floor) Vancouver

(have to)
- (be willing to) join a union?
- have experience?

5. 5 days per week, mature person for light janitor work. Reply Box 4538 this paper.

(have to)
- (be willing to) do heavy work?

6. **TYPIST**
An accurate junior typist req'd by downtown insurance co. Must be prepared to work in all areas of the company. Successful applicant will be trained on the word processing machine. Good working environment & fringe benefits. Salary $800 month. For further details call Linda Rodriguez at 682-4794.

(have to)
- have experience?
- (be willing to) work in different areas of the company?

7. **Auto Body Repair**
Only experienced, qualified conscientious person need apply. Min. of 6 years flat rate experience required. Union rates. Excellent benefits. Dom Dean Collision Ltd. 434-7224 Gerry.

(have to)
- be qualified for the job?
- have more than 10 years experience?

* WHEN PEOPLE WRITE ABOUT REQUIREMENTS, THEY USUALLY USE 'MUST', BUT WHEN THEY TALK ABOUT THEM, THEY USUALLY USE 'HAVE TO'.

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Preparation for Interaction on Page 105.

Your teacher will give you an ad. Check the one you get.

1. ☐

Hotel Maintenance
Major hotel in Richmond requires experienced Hotel Maintenance Assistant. Apply in person only, 10251 St. Edwards Drive.
DELTA'S AIRPORT INN

2. ☐

Forklift Mechanic
Mechanic required for Vancouver repair shop. Must be experienced in all phases of repair. Call 681-9623

3. ☐

BOOKKEEPER
For receivables, small payroll etc. Familiar with One Write system. 4 or 5 day week. salary neg.
Able Personnel 689-1313

4. ☐

Needed immed., fully experienced floral designer. Call Sickamore Flowers, 733-9188.

5. ☐

Nurse's Aid wanted for permanent night shift, exp pref 731-6214, 9am-3pm, Mon-Fri

6. ☐

Reliable & well groomed exp'd dining rm. Waitresses-/ers. For appt. call 278-8712

7. ☐

SALES CASHIER
Part time exp. sales cashier hardware & china dept. Approx. 20 hrs. per wk.
HARVEYS STORES LTD.
2751 Kingsway 434-3151

8. ☐

OPERATORS
Single needle & serger operators required immediately. Must have factory training & be familiar with piece work system. Apply in person, Jantzen Canad Inc., 196 Kingsway, Vanc.

9. ☐

OFFICE JUNIOR
No experience, typing 50 wpm and good math aptitude. Outgoing personality for phones. Will teach. $750 Call Diane at 683-4192. Career Center.

10. ☐

Production Technician.
Electronic manufacturer req. production technician. 1 yr. study in basic electronics & 1 yr. work history in the telecommunications field pref. Apply in person at Century 3 Electronics, 1580 Rand Ave., Vancouver.

11. ☐

GAS STATION ATTENDANT
Required by downtown gas station. Must have clean, valid B.C. Drivers Licence. Some experience would be an asset. See Brian Borella at 990 Seymour Street.

12. ☐

MACHINISTS & ASSEMBLERS
Manufacturer req. exp. honing machine operators & assemblers for woodworking. Hudson Industries Ltd. 6351 Westminster Hwy. Richmond 270-9615

13. ☐

PHOTOCOPIER TECHNICIAN
Experienced person required by rapidly expanding firm. Must be reliable and able to work with minimal supervision. Position offers good salary, excellent benefits and company vehicle. For appt. call Collin, 986-0531.

14. ☐

INDOOR PLANTS
Plantation requires full time & part time sales staff for our Lower Mainland & Surrey stores. Applicants must be energetic & know the Latin & Common names of most house plants. If you like plants, enjoy helping people learn about plants & don't mind hard work, Plantation offers an excellent opportunity to get ahead. We offer a good starting salary, regular reviews & co. paid dental, medical & life insurance plans. Apply in person 1615 W 4th Ave., Vanc.

15. ☐

UNION ELECTRIC SUPPLY CO. LTD. RICHMOND
Requires shipper warehouseman (M/F). Knowledge of electrical business a definite asset. Please phone 273-1011, local 220 for appt.

➡ Check the requirement(s) applying to your ad and use it (them) for the interaction on page 105.

☐ exp. in hotel maintenance
☐ knowledge of electrical business
☐ familiar with piece work system
☐ able to work with minimal supervision
☐ 1 year exp. in telecommunications
☐ experienced in fork lift repair
☐ familiar with One Write Bookkeeping
☐ knows Latin and common names for most houseplants

☐ well-groomed
☐ boring machine exp.
☐ willing to work nights
☐ good math aptitude
☐ wants 20 hours a week
☐ exp. in floral design
☐ energetic
☐ valid driver's licence

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Interaction:

Different ways of describing the type of employee a company is looking for.

We are looking for someone { with experience.
{ who has experience.

Note: Use 'who' when you have a verb following.
Use 'with' when there is no verb following.

➔ Write 'who' or 'with' in the space on the left. Write the name of the person who answers, 'yes', in the space on the right.

Are you looking for someone **Name:**

1. ____________ experience in hotel maintenance? ____________
2. ____________ is well-groomed? ____________
3. ____________ knowledge of the electrical business? ____________
4. ____________ is familiar with the piece work system? ____________
5. ____________ is able to work with minimal supervision? ____________
6. ____________ 1 yr. experience in the telecommunications field? ____________
7. ____________ boring machine experience? ____________
8. ____________ is experienced in all phases of fork lift repair? ____________
9. ____________ is familiar with One Write Bookkeeping? ____________
10. ____________ is willing to work night shifts? ____________
11. ____________ a good math aptitude? ____________
12. ____________ wants to work 20 hours a week? ____________
13. ____________ experience in floral design? ____________
14. ____________ is energetic? ____________
15. ____________ knows the Latin and common names for most houseplants? ____________
16. ____________ has a clean, valid driver's licence? ____________

Lesson 7: Finding Preferred Qualifications From Want Ads

Different ways of describing * preferred qualifications.

experience — an asset / preferred / desirable / helpful / will help — but not — essential / necessary

Preference will be given to applicants with experience.

We are looking for (a driver), preferably with experience.

Prefer experienced applicants.

➔ Find the preferred qualifications for the following jobs, and write them in the spaces. Use, "It's good if you ________", in your answers.

Example

RECEIVER
ELECTRONIC PARTS
Perm. position. Co. pd. med-/dent. plan, profit sharing. Chance for advance. Fluent English, neat, orderly handwriting an asset.
VARAH'S 873-3211

PREFERRED QUALIFICATIONS

It's good if you ____________________

____

____

____

1. Contact Lens manufacturer requires personnel to be trained as lab technicians. Previous experience an asset, but no essential. Please call 873-2526 or 873-1411.

It's good if you ____________________

____

____

2. **ASSEMBLER REQUIRED**
Some wiring experience an asset. Usual company benefits, apply Mr. Karese 273-2425.

It's good if you ____________________

____

____

3. **UNION ELECTRIC SUPPLY CO. LTD. RICHMOND**
Requires shipper warehouseman (M/F). Knowledge of electrical business a definite asset. Please phone 273-1011, local 220 for appt.

It's good if you ____________________

____

____

---

* preferred qualifications = qualifications which might help you get the job, but which are not necessary

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Lesson 8: Finding Requirements And Preferred Qualifications In Want Ads

Preparation for Dyad (Pages 108 and 109)

➡ Ask your partner about the requirements asked for in his ad, using a yes/no question with 'have to'.

Answer, using ... "Yes, you do", OR
... "No, but it's better if you $\left\{\begin{matrix}\text{do}\\\text{are}\end{matrix}\right.$", OR
... "It doesn't say (in the ad)".

Sample Conversation

Do you have to be * handy?

Yes, you do.

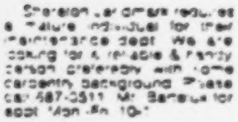
Do you have to have some carpentry ** background?

No, but it's better if you do.

Do you have to have your own tools?

It doesn't say (in the ad).

The student answering the questions has the ad below:



---

* handy = good at fixing things

** background = experience or training

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Student 1

Questions For Your Partner

Questions for your partner's Ad #1

(have to) —
- have a * working knowledge of French?
- have some previous office experience?
- be a non-smoker?
- have good typing skills?

Questions for your partner's Ad #2

(have to) —
- have sheet metal experience?
- have electrical power training experience?
- have your own tools?

➔ Get the answers for your partner's questions from the following ads:

Ad #3

GAS STATION ATTENDANT

Required by downtown gas station. Must have clean, valid B.C. Drivers Licence. Some experience would be an asset. See Brian Boretta at 900 Seymour Street.

Ad #4

CBC

Requires full time Electrician, preferably with motor control & conduit wiring experience. Trades qualification required. Starting salary of $20,244 annually, will increase to $22,572 on June 28, 1982. Good employee benefits package. Applications are available in the Human Resources Dept. (2nd floor) 475 W. Georgia St., Van. or send detailed resume to Human Resources Dept., P.O. Box 4600 Van., B.C. V6B 4A2

---

* working knowledge = you can speak, understand, read and write basic French

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Student 2

Questions For Your Partner

Questions for your partner's Ad #3

(have to) — have a * clean, valid driver's licence?
have some experience?
(be willing to) work shifts?

Questions for your partner's Ad #4

(have to) — have wiring experience?
have trades qualification?
have your own car?

➡ Get the answers for your partner's questions from the following ads:

Ad #1

CLUB MED
Requires sales secretary. Candidates should possess good typing & organizational skills. Previous office experience & ability to self-motivate a must. Working knowledge of French an asset; preferably a non-smoker. Please bring in or send your resume to Club Med Inc., 409 Granville St. Ste 311, Vancouver, V6C 1T2. Att. Dominika

Ad #2

Electrical Production Worker
B.C. manufacturer of infra red heating equipment requires workers with electrical power training. Some sheetmetal experience an asset.
Genn Industries Inc.
2 - 11711 No. 5 Rd.
Richmond. Phone 277-9514

---

* clean, valid driver's licence = a licence that is okay to use because the driver hasn't had any tickets (for speeding, etc.) recently

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➔ Look at the ads below and check the correct category for each qualification listed.

1.

CLUB MED

Requires sales secretary. Candidates should possess good typing & organizational skills. Previous office experience & ability to self-motivate a must. Working knowledge of French an asset; preferably a non-smoker. Please bring in or send your resume to Club Med Inc., 409 Granville St. Ste 311, Vancouver, V6C 1T2. Att: Dominica.

	REQUIREMENTS necessary	PREF'D. QUALIFICATIONS good if you do / are	NOT IN AD does not say
knowledge of French			
previous office exp.			
non-smoker			
good typing skills			

2.

Electrical Production Worker

B.C. manufacturer of infra red heating equipment requires workers with electrical power training. Some sheetmetal experience an asset.

Genn Industries Inc.
2 - 11711 No. 5 Rd.
Richmond. Phone 277-4814

electrical power training			
sheet metal exp.			
own tools			

3.

GAS STATION ATTENDANT

Required by downtown gas station. Must have clean, valid B.C. Drivers Licence. Some experience would be an asset. See Brian Boretta at 990 Seymour Street.

clean, valid driver's licence			
willing to wk. shifts			
experience			

4.

CBC

Requires full time Electrician, preferably with motor control & conduit wiring experience. Trades qualification required. Starting salary of $20,244 annually, will increase to $22,572 on June 28, 1982. Good employee benefits package. Applications are available in the Human Resources Dept. (2nd floor) 475 W. Georgia St., Van. or send detailed resume to Human Resources Dept. P.O. Box 4600 Van., B.C. V6B 4A2.

wiring exp.			
trades qualification			
own car			

5.

Video electronics technician required for immediate employment. No experience necessary, salary negotiable. Must speak Chinese, Japanese or Korean. Please apply at 4055 McConnell Drive Burnaby 9-5. Mon.-Friday

Chinese, Japanese or Korean			

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Lesson 9: Finding Out How To Apply For Jobs In The Want Ads

➔ In pairs, ask your partner about the ads below, using the following exchange:

How do you apply for the job?

(You apply) in person.
in writing.
by phone.

➔ Check the correct category.

1. **DRIVER**
Experienced driver required immediately for Vancouver Meat Packing Plant. Applicants must be bondable with Class 3 licence. Union rates. Apply in writing giving resume of past experience and telephone number to 750 Terminal Ave., Vancouver, B.C.

2. Part time driver req. for pharmacy. Must have own car. Salary and times neg. Jeff 473-5611

3. Opportunity for person with some kitchen & grill experience. No shift work. Female uniform supplied. Hours 6:30 to 8 pm. Mon. to Fri. Apply in person, 296 W. 2nd, 2 blks. E. of Cambie, from 2-4 pm.

4. **POWER MACHINE OPERATOR**
Experienced sewing machine operators required for ladies garment factory. Good working conditions. Union benefits. Apply Surrey Classics, 55 Water St. (4th floor) Vancouver

5. 5 days per week, mature person for light janitor work. Reply Box 4536 this paper.

6. **TYPIST**
An accurate junior typist req'd by downtown insurance co. Must be prepared to work in all areas of the company. Successful applicant will be trained on the word processing machine. Good working environment & fringe benefits. Salary $900 month. For further details call Linda Rodriguez at 682-4794

7. **Auto Body Repair**
Only experienced, qualified conscientious person need apply. Min of 6 years flat rate experience required. Union rates. Excellent benefits. Dorn Dean Collision Ltd. 434-7224 Gerry

IN PERSON	IN WRITING	BY PHONE

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Lesson 10: Looking At The Whole Want Ad

➜ Write information from the want ads below beside the categories listed. Refer to previous lessons for a further description of the kinds of materials to include. If you can't find the information, draw a line above the space (e.g., ~____).

Example

SUZY CREAMCHEESE
PACIFIC CENTRE
Experienced & aggressive Sales People required to fill part time sales positions (20-30 hrs. per week). Apply in person Monday-Friday, 9:30-11 am.

info. on the company Suzy Creamcheese, Pacific Centre
info. on the job part-time salesperson (20-30 hrs./wk.)
____
requirements (must be) experienced and
aggressive
pref'd. qualifications (It's good if you) ____
~
info. on applying in person, Mon.-Fri. 9:30-11:00 a.m.

1.

Warehouseman (M/F)
Burnaby wholesale company needs person, preferably with experience in fastenings. Reply Box 2422 this paper

info. on the company ____
info. on the job ____
____
requirements (must be) ____
____
pref'd. qualifications (It's good if you) ____
____
____
info. on applying ____

2.

LAB ASSISTANT
Medical Lab in Richmond requires a full or part time Lab Assistant. Exp. in Venipuncture & ECG essential. Please appl. writing and include phone number to Box 2824 this paper

info. on the company ____
info. on the job ____
requirements (must be) ____
____
pref'd. qualifications (It's good if you) ____
____
____
info. on applying ____

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➔ Cut out two ads you are interested in and put them in the spaces below. Write down any information you find in the ads under the categories listed. If you can't find the information, draw a line above the space (e.g. ________).

1.

info. on the company ____________

____

____

info. on the job ____________

____

____

requirements (must be) ____________

____

____

____

pref'd. qualifications (It's good if you)

____

____

____

____

info. on applying ____________

____

2.

info. on the company ____________

____

info. on the job ____________

____

____

requirements (must be) ____________

____

____

____

pref'd. qualifications (It's good if you)

____

____

____

info. on applying ____________

____

Unit 2: The Canada Employment Centre (C.E.C.)

Lesson 1: An Introduction To The C.E.C.(Canada Employment Centre)

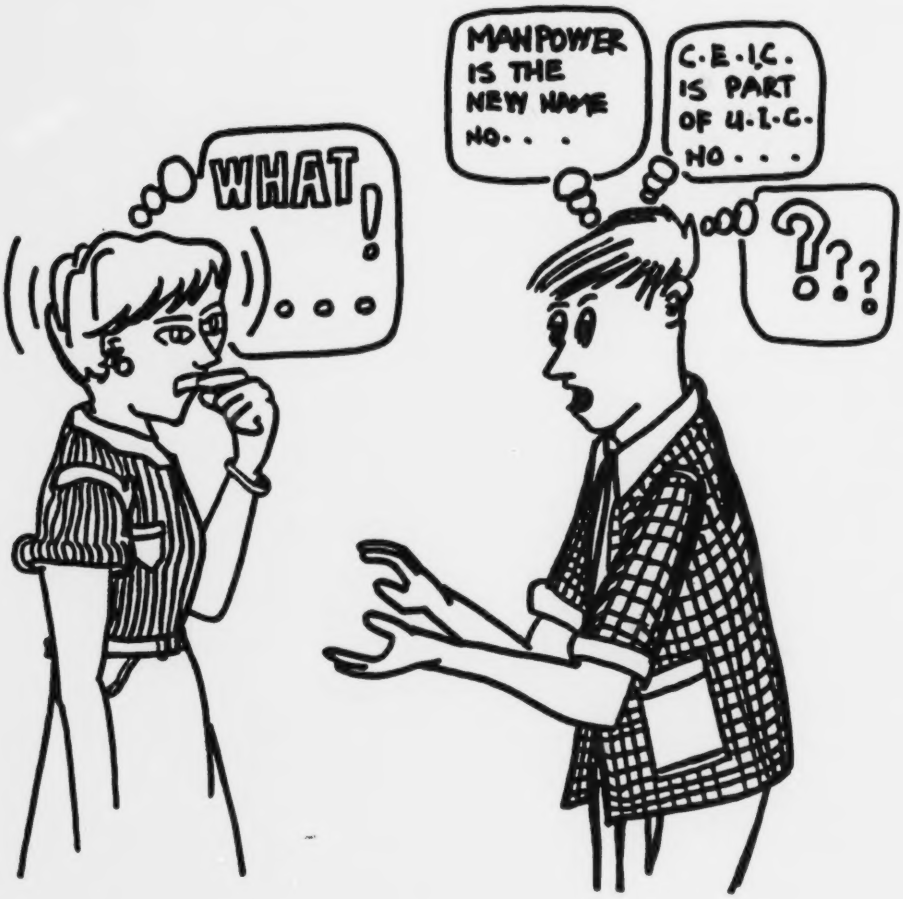
The C.E.C. is a federal government agency to help people with their job search.

It also sponsors people for vocational training.

It was previously called Manpower. (Many people still use this name.)

The C.E.C. is part of the Canadian Employment and Immigration Commission (C.E.I.C.). This includes the Unemployment Insurance Commission (U.I.C.) and Immigration as well.

This is the Commission's logo: Employment and Immigration Canada


WHAT! . . .
MANPOWER IS THE NEW NAME NO. . .
C.E.I.C. IS PART OF U.I.C. NO . . .
???

Notes on the C.E.C.

Look at the form on page 119. This is a sample of the C.E.C. registration form. You should register at one of the centres. (Remember, only register at one of the centres.) It is best to do this at the C.E.C. nearest your house.

Once you have registered, you can use any of the C.E.C. offices to find job vacancies. A central computer has your registration on file and all centres have access to it. It is a good idea, however, to get to know one centre (usually the one nearest your home) and one or two of the counsellors there.

When you start visiting a centre, be sure to get the names of the counsellors you see so that later you can ask to see a counsellor you like, by name.

If you are having a lot of trouble finding work, or you are interested in some training, you can make an appointment by phone with a counsellor and get special help.

In Vancouver, government-sponsored refugees are treated a little differently. They are all registered at one office and have special counsellors to help them. They can, however, also use other centres to find job vacancies.

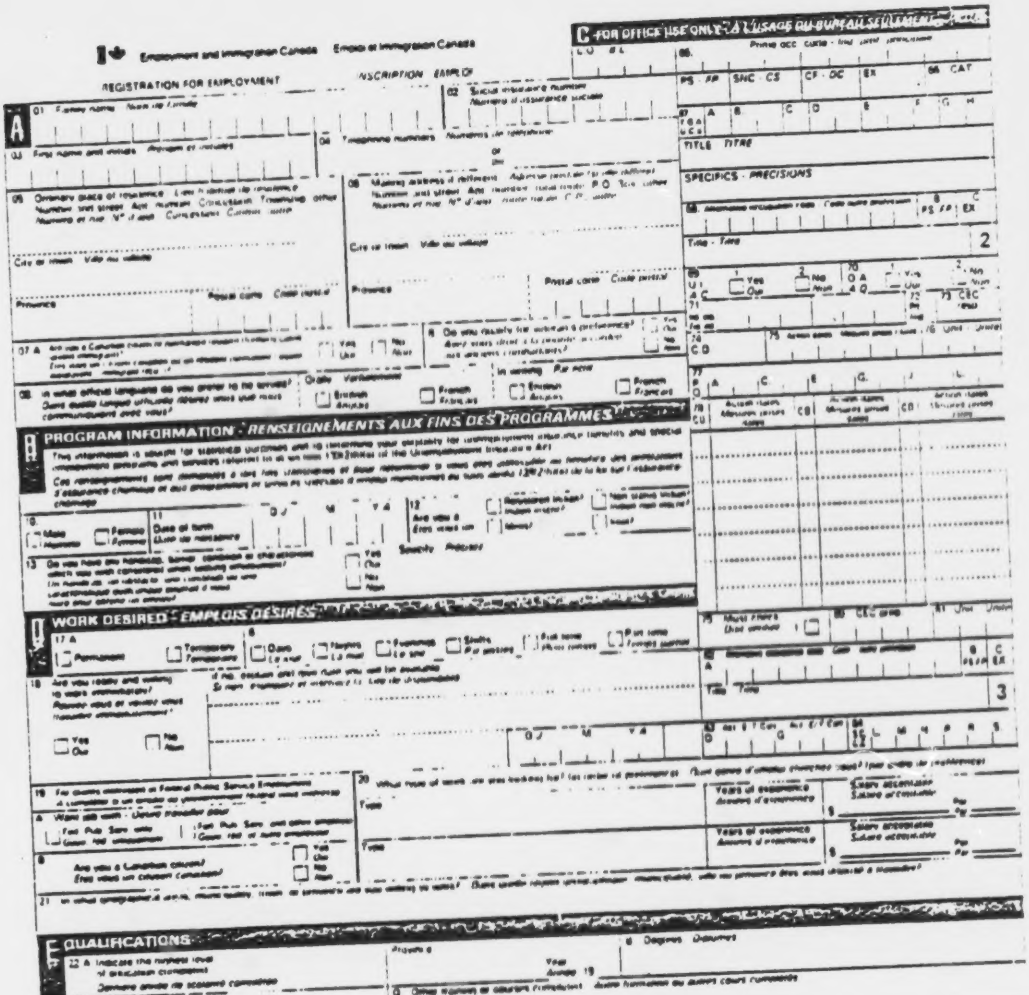
All of the offices in and around Vancouver have access to the same job orders through the central computer, but the different offices can choose not to put up certain job ads if they don't feel they are suitable for their centre. For example, an office in North Vancouver might not put up an ad for shift work in Surrey. Most of the centres, though, put up most of the job orders.

Find a counsellor you like and visit the C.E.C. often. The counsellor is there to help you! Remember, however, that he is one way to find a job, but he is not the only way.

➡ Check the correct answer.

Example

	TRUE	FALSE
1. The C.E.C. is part of the Canada Employment and Immigration Commission.	☐	☐
2. You should register at more than one Employment Centre.	☐	☐
3. If you are registered at one centre, you can use other centres as well (to find job vacancies).	☐	☐
4. You should get the names of the counsellors you see.	☐	☐
5. You can't ask to see a particular counsellor.	☐	☐
6. You can phone and make an appointment to see a counsellor if you want special help.	☐	☐
7. In Vancouver, government-sponsored refugees should register at the centre nearest their homes.	☐	☐
8. All of the centres have totally different job orders.	☐	☐
9. All of the centres have access to the same job orders through a central computer.	☐	☐
10. All of the centres put up exactly the same job orders.	☐	☐
11. Even if you visit the C.E.C. often, you should also try other methods of finding job vacancies.	☐	☐



Employment and Immigration Canada   Emploi et Immigration Canada

REGISTRATION FOR EMPLOYMENT   INSCRIPTION EMPLOI

C FOR OFFICE USE ONLY - À L'USAGE DU BUREAU SEULEMENT

PS · FP   SNC · CS   CF · OC   EX   66 CAT

TITLE TITRE

SPECIFICS · PRÉCISIONS

Title · Titre   2

Title · Titre   3

A

01 Family name   Nom de famille

02 Social insurance number   Numéro d'assurance sociale

03 First name and initials   Prénom et initiales

04 Telephone numbers   Numéros de téléphone

05 Ordinary place of residence

City or town   Ville ou village

Province   Postal code   Code postal

06 Mailing address if different

City or town   Ville ou village

Province   Postal code   Code postal

07 A Are you a Canadian citizen   ☐ Yes Oui   ☐ No Non

08 In what official language do you prefer to be served?   Orally Verbalement ☐ English Anglais ☐ French Français   In writing Par écrit ☐ English Anglais ☐ French Français

B PROGRAM INFORMATION - RENSEIGNEMENTS AUX FINS DES PROGRAMMES

10 ☐ Male Masculin ☐ Female Féminin

11 Date of birth   Date de naissance   D J   M   Y A

12 Are you a   Êtes-vous un   ☐ Registered Indian?   ☐ Non-status Indian?   ☐ Métis?   ☐ Inuit?

Specify   Précisez

13 ☐ Yes Oui ☐ No Non

D WORK DESIRED - EMPLOIS DÉSIRÉS

17 A ☐ Permanent ☐ Temporary Temporaire

B ☐ Days Le jour ☐ Nights La nuit ☐ Evenings Le soir ☐ Shifts Par postes ☐ Full time Plein temps ☐ Part time Temps partiel

18 Are you ready and willing to work immediately?   ☐ Yes Oui   ☐ No Non

D J   M   Y A

19 For clients interested in Federal Public Service Employment

B Are you a Canadian citizen? Êtes-vous un citoyen canadien?   ☐ Yes Oui   ☐ No Non

20 Type   Years of experience   Années d'expérience   Salary acceptable   Salaire acceptable $ Per Par

Type   Years of experience   Années d'expérience   Salary acceptable   Salaire acceptable $ Per Par

21

E QUALIFICATIONS

22 A Indicate the highest level of education completed   Dernière année de scolarité complétée   Province   Year Année 19

B Degrees   Diplômes

C Specialization   Spécialisation

D Other training or courses completed

23 Driver's licence   Permis de conduire   ☐ Yes Oui   ☐ No Non   Class or type

24   Province

25 Professional association or union name and local

26   ☐ Yes Oui   ☐ No Non

F WORK HISTORY (INCLUDING VOLUNTARY WORK) - ANTÉCÉDENTS DE TRAVAIL (Y COMPRIS LE TRAVAIL À TITRE DE BÉNÉVOLE)

27

28 A

B

C

D

E

F

G

H

J

K Describe other important jobs   Autres principaux emplois exercés

Employer's name   Nom des employeurs   Duties   Fonctions   Dates   Reason for leaving   Raison du départ

Complete 28 H-J-K on this form
Remplir 28 H-J-K sur le présent formulaire

Signature   Date

PART 2 PARTIE

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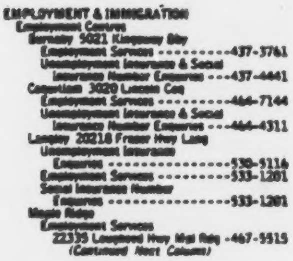
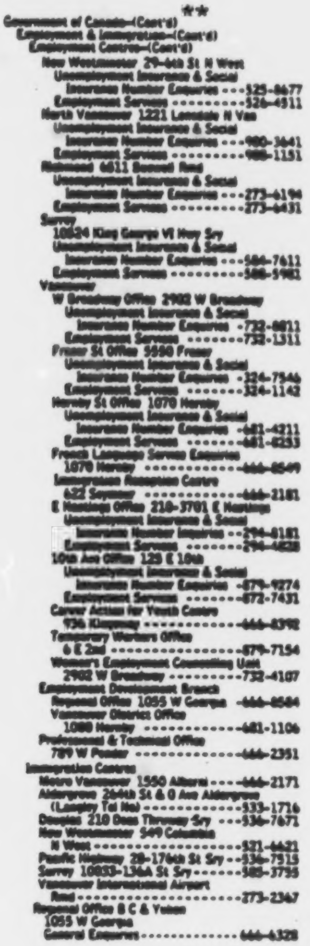
C.E.C. Listing in the Vancouver Phone Book

This listing is part of the Federal Government listings and is found under the heading Employment and Immigration.



EMPLOYMENT & IMMIGRATION
Employment Centres
Burnaby 5021 Kingsway Bby
Employment Services ----------437-3761
Unemployment Insurance & Social
Insurance Number Enquiries ---437-4441
Coquitlam 3020 Lincoln Coq
Employment Services ----------464-7144
Unemployment Insurance & Social
Insurance Number Enquiries ---464-4311
Langley 20218 Fraser Hwy Lang
Unemployment Insurance
Enquiries ------------------530-5116
Employment Services ----------533-1201
Social Insurance Number
Enquiries ------------------533-1201
Maple Ridge
Employment Services
22335 Lougheed Hwy Mpl Rdg -467-5515
(Continued Next Column)



**
Government of Canada—(Cont'd)
Employment & Immigration—(Cont'd)
Employment Centres—(Cont'd)
New Westminster 29-6th St N West
Unemployment Insurance & Social
Insurance Number Enquiries ---525-8677
Employment Services ----------526-4311
North Vancouver 1221 Lonsdale N Van
Unemployment Insurance & Social
Insurance Number Enquiries ---980-3641
Employment Services ----------988-1151
Richmond 6611 Buswell Rmd
Unemployment Insurance & Social
Insurance Number Enquiries ---273-6194
Employment Services ----------273-6431
Surrey
10624 King George VI Hwy Sry
Unemployment Insurance & Social
Insurance Number Enquiries ---584-7611
Employment Services ----------588-5981
Vancouver
W Broadway Office 2902 W Broadway
Unemployment Insurance & Social
Insurance Number Enquiries -732-4811
Employment Services --------732-1311
Fraser St Office 5550 Fraser
Unemployment Insurance & Social
Insurance Number Enquiries -324-7546
Employment Services --------324-1142
Hornby St Office 1070 Hornby
Unemployment Insurance & Social
Insurance Number Enquiries -681-4211
Employment Services --------681-8253
French Language Service Enquiries
1070 Hornby --------------666-8549
Immigration Reception Centre
622 Seymour --------------666-2181
E Hastings Office 210-3701 E Hastings
Unemployment Insurance & Social
Insurance Number Inquiries --294-8181
Employment Services --------294-4828
10th Ave Office 125 E 10th
Unemployment Insurance & Social
Insurance Number Enquiries -879-9274
Employment Services --------872-7431
Career Action for Youth Centre
936 Kingsway --------------666-8392
Temporary Workers Office
6 E 2nd --------------------879-7154
Women's Employment Counselling Unit
2902 W Broadway ----------732-4107
Employment Development Branch
Regional Office 1055 W Georgia -666-8584
Vancouver District Office
1080 Hornby --------------681-1106
Professional & Technical Office
789 W Pender --------------666-2351
Immigration Centres
Metro Vancouver 1550 Alberni ----666-2171
Aldergrove 264th St & 0 Ave Aldergrove
(Langley Tel No) --------------533-1716
Douglas 210 Dous Thruway Sry ---536-7671
New Westminster 549 Columbia
N West ----------------------521-6621
Pacific Highway 28-176th St Sry --536-7515
Surrey 10833-136A St Sry -------585-3735
Vancouver International Airport
Rmd -------------------------273-2347
Regional Office B C & Yukon
1055 W Georgia
General Enquiries --------------666-6328

* Note: a margin change tells you of a change in the section.

e.g.

EMPLOYMENT AND IMMIGRATION
Employment Centres
Burnaby
Coquitlam
Immigration Centres
Metro Vancouver

GENERAL SECTION
Type of Centre
Location of Centre
Type of Centre
Location of Centre

** Note: Cont'd. is the abbreviation for continued. This means that there is more information on the section in the previous column.

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Questions on the C.E.C. Listings

1. Which Employment Centre is nearest your home? (Circle it on the previous page.)

2. How many Employment Centres are there in North Vancouver?

   ____

3. Does every Employment Centre have a U.I.C. office attached to it?

   ☐ yes ☐ no

4. Do most Employment Centres have U.I.C. offices attached to them?

   ☐ yes ☐ no

5. In Vancouver, there are 7 special offices. One of them is the Immigration Reception Centre.

   What is the address? ______________________

   What is the phone number? ______________________

6. Which of the special Employment Centres would be suitable for the following people? Write the name of the Centre in the space.

   (a) Sam is from China. He will be going to school full time in 3 months. He wants to work, but only for a short time.

   ____

   (b) Lucas was an engineer in Poland. He wants to find work in Canada where he can use his skills.

   ____

   (c) Maria is from Italy. She is 20 years old and she has never worked before. She has many of the same problems young Canadian citizens have.

   ____

   (d) Canh has worked very hard all her life raising 5 children in Vietnam, but she has never worked outside her home. She has many of the same problems as Canadian women trying to get into the work force for the first time.

   ____

Lesson 2: How To Use The C.E.C.

In pairs, Student 2 explains how to use the C.E.C. to Student 1.

➔ Directions

Student 1: Leave the classroom with work your teacher will give you.

Return in 15 minutes and ask your partner for instructions on using the C.E.C.

Use the following expressions:

What do you do first?
What do you do after that? } — OR What next?
What do you do next? }
Then what? }

Student 2: Stay in the classroom and learn about using the C.E.C. (activities following).

When your partner returns, explain the steps involved in using the C.E.C. (Refer to picture, page 125.)

Give each step in answer to one of the questions in the box above.

Vocabulary

Note: ask your teacher for samples of the C.E.C. forms described below (numbers 1, 3 and 9). If he doesn't have them, use the examples in the lesson on C.E.C. forms.

-- job order forms	... yellow forms which have jobs advertised on them
-- job order boards	... large boards on which the job order forms are posted (put up)
-- job request forms	... forms you fill out when you wish to apply for a job
-- a suitable job	... a job that would be good for a particular person
-- C.E.C. counsellor	... a person hired by the C.E.C. to help you with your job search
-- receptionist	... the person who meets the public first. He is there to answer your questions and arrange for you to see a counsellor.
-- available	... open. If a position is still available, the company hasn't hired anyone for the job yet. The job is not taken or filled.
-- qualified (for a job)	... having the necessary training, experience or skills for a job
-- referral slip	... a form you get from the counsellor to take to the employer when you go for an interview

Steps in Using the C.E.C.

After your teacher explains how to use the C.E.C., fill in the spaces with the verbs listed below the exercise.

Example

STEP 1. Look over the job orders on the job boards.

2. ________ ________ a job (or some jobs) that might be suitable for you.

3. ________ ________ a job request form. Usually these are on a table near the job order boards. (Note: if you can't find any, ask the receptionist.)

4. ________ ________ the job request form. (Note: you can write down two jobs on each form.)

* 5, ________________ the job request form to the receptionist at the information counter.

(If the job is still available ...)

6. ________________ a seat and wait for the counsellor to call your name.

** 7. ________________ the counsellor.

(If you are qualified ...)

8. ________________ a referral slip to take to the employer when you go for your interview.

9. ________________ the employer as soon as you can. (Be prepared to go directly to the employer. Wear appropriate clothing for the job.)

Verbs

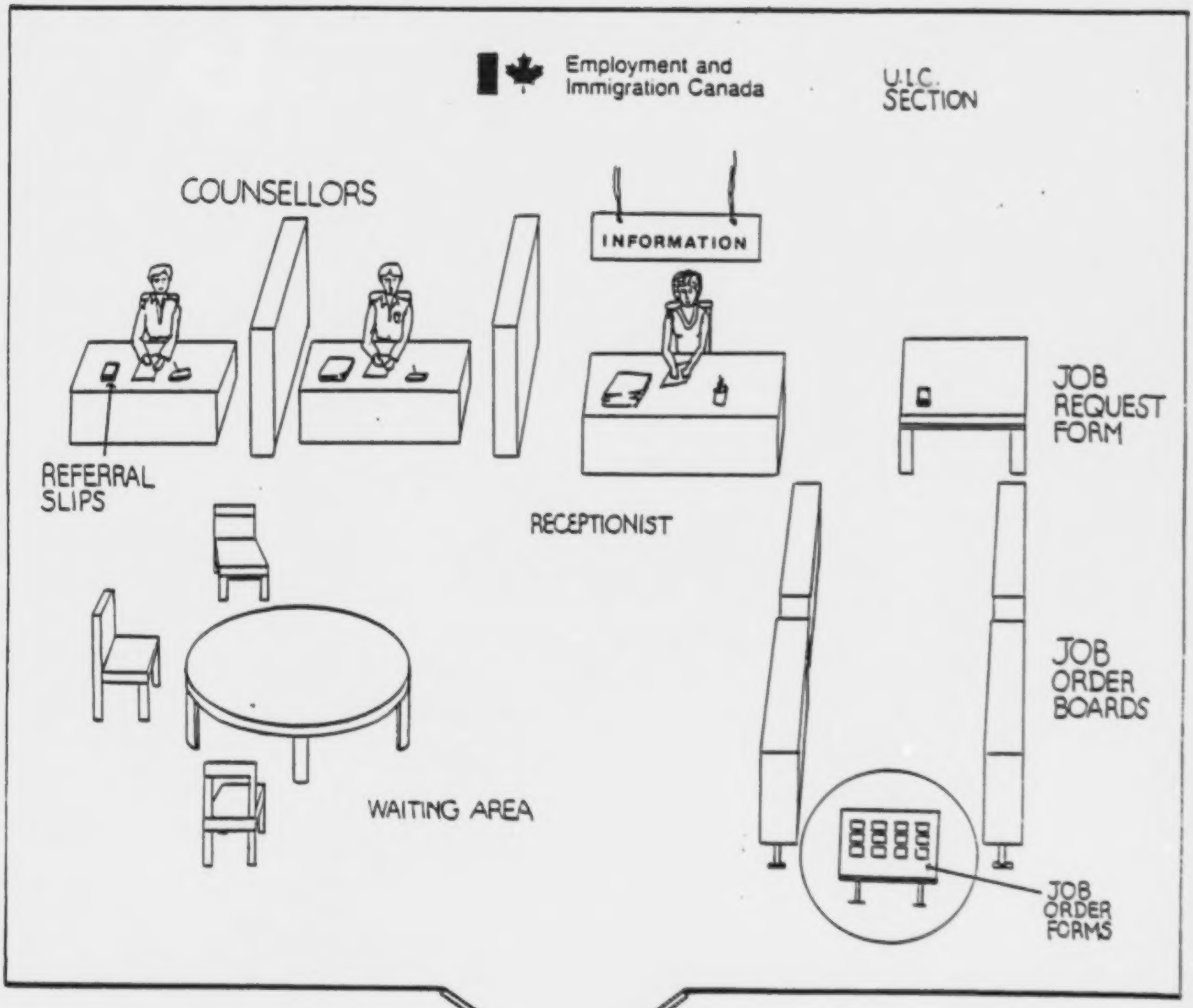
fill out
have
see
get
visit
take
pick out
pick up
look over

* It's a good idea to find a counsellor whom you get along with. You can ask to see a counsellor you know and like.

** Be prepared to tell the counsellor why you are qualified for a job, i.e. explain what training, experience or skills you have that would enable you to do the job.

➔ Student 2: Explain the steps involved in using the C.E.C. using this picture and the sample C.E.C. forms.

Sample Canada Employment Centre


Employment and Immigration Canada
U.I.C. SECTION
COUNSELLORS
INFORMATION
REFERRAL SLIPS
RECEPTIONIST
JOB REQUEST FORM
JOB ORDER BOARDS
WAITING AREA
JOB ORDER FORMS

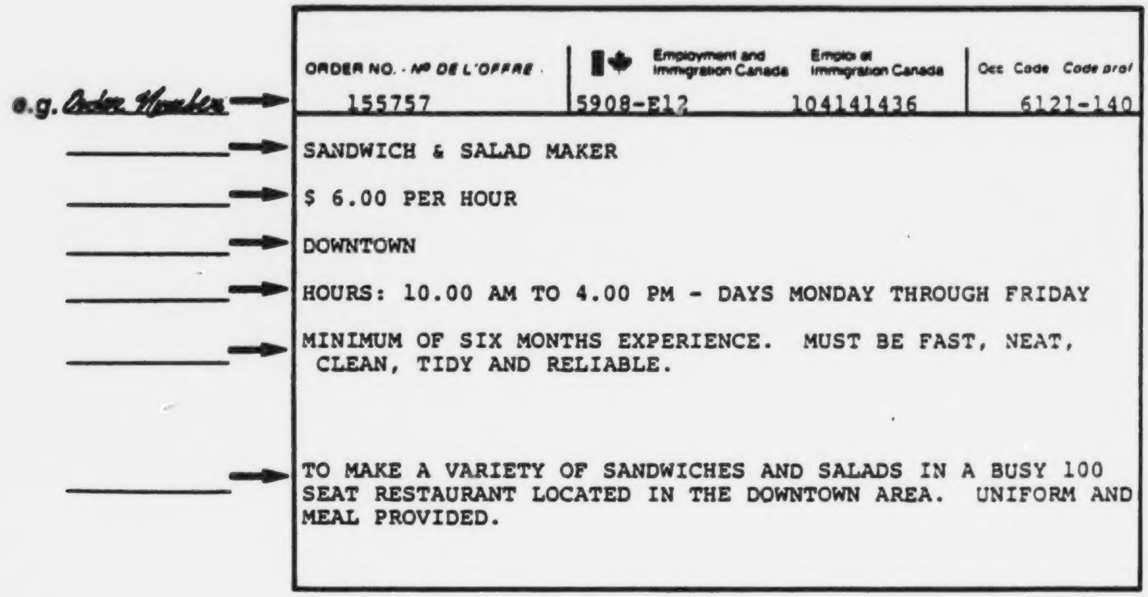
☺ One of the students was very surprised to find a job order for a 'head cutter' until the receptionist explained that this was a job for a 'first cutter' in a sewing factory.

Lesson 3 UNDERSTANDING THE C.E.C. FORMS

The Job Order Form (yellow)

Exercise Write the correct title in the space.

- salary (wage, remuneration)
- time
- order number
- location
- job description
- qualifications
- job title



e.g. *Order Number* →

ORDER NO. - *Nº DE L'OFFRE*	Employment and Immigration Canada	Emploi et Immigration Canada	Occ Code *Code prof*	
155757	5908-E12	104141436	6121-140	

_______ → SANDWICH & SALAD MAKER

_______ → $ 6.00 PER HOUR

_______ → DOWNTOWN

_______ → HOURS: 10.00 AM TO 4.00 PM - DAYS MONDAY THROUGH FRIDAY

_______ → MINIMUM OF SIX MONTHS EXPERIENCE. MUST BE FAST, NEAT, CLEAN, TIDY AND RELIABLE.

_______ → TO MAKE A VARIETY OF SANDWICHES AND SALADS IN A BUSY 100 SEAT RESTAURANT LOCATED IN THE DOWNTOWN AREA. UNIFORM AND MEAL PROVIDED.

Exercise Fill out this job request form using the job order form below.

Employment and Immigration Canada Emploi et Immigration Canada

JOB REQUEST – *DEMANDE D'EMPLOI*

I WOULD LIKE TO APPLY FOR THE FOLLOWING JOB(S): *JE DÉSIRE POSTULER L' (LES) EMPLOI(S) SUIVANT(S):*

- PLEASE PRINT • *EN LETTRES MOULÉES*

ORDER NO. *Nº DE L'OFFRE*	JOB TITLE *TITRE DE L'EMPLOI*

Social Insurance Number – *Numéro d'assurance sociale*

Discuss the title 'MS'.

☐ MR. - *M.* ☐ MRS. - *Mme* ☐ MISS - *Mlle* ☐ MS - *Mᵈ.*

Note - here they want your last name and your first (and second) initial

NAME - *NOM* INIT.

ADDRESS - *ADRESSE*

CITY OR TOWN - *VILLE OU VILLAGE* TELEPHONE - *TÉLÉPHONE*

BCA - 1822 (02-80)

ORDER NO. - *Nº DE L'OFFRE*	Employment and Immigration Canada	Emploi et Immigration Canada	Occ. Code - *Code prof.*
124251	5910-S10	105051434	4197-114

JUNIOR OFFICE CLERK

$700.00/MONTH WITH AN INCREASE IN 3 MONTHS

CAMBIE AND 7TH

PERM FULL-TIME MON-FRI 8:15-4:30

NO EXPERIENCE REQUIRED BUT MUST HAVE TYPING SPEED OF 30-40WPM

THE DUTIES WILL BE ADDRESSING LABELS AND LISTS FOR A SHIPPING DEPARTMENT OF A WHOLESALE DISTRIBUTOR. THERE WILL BE FILING SORTING, COLLATING AND GENERAL OFFICE DUTIES. THERE IS ROOM FOR ADVANCEMENT.

➡ **Exercise** - Answer the following questions on order #124251 (on the previous page).

1. What kind of job is this order for?
2. What's the starting salary?
3. When will the first pay raise happen?
4. Where is the job (located)?
5. What type of work is it? (part-time? permanent? etc.)
6. What are the hours of work?
7. Do you have to have experience?
8. What is the one requirement for the job?
9. Write down 3 duties for this job.
   (a) __________
   (b) __________
   (c) __________
10. What does "There is room for advancement" mean?

Look at the number in the top right hand corner of the job order form. The first 2 digits tell the **general category** of the job.

ORDER NO. - *Nº DE L'OFFRE*	Employment and Immigration Canada	Emploi et Immigration Canada	Occ. Code - *Code prof*
117905	5910-S10	103131324	8581-142

AUTO BODY REPAIR / PAINTER COMBINATION

$11.00 TO $12.00 DEPENDING ON EXPERIENCE AND QUALIFICATIONS

VANCOUVER -

PERM, FULL TIME DAYS, MON/FRI 8:00 - 4:30 PM

FULLY EXPERIENCED AUTOBODY COMBINATION PERSON, TO WORK ON ALL MAKES AND MODELS.

GENERAL AUTO BODY PAINTER AND REPAIR DUTIES

COMBINATION

The list on the following page describes the kinds of jobs the numbers stand for. The general category for the above job is **Product Fabricating, Assembling** and **Repairing Occupations**.

Exercise - Look at the first 2 numbers on the right hand side.
- Check the general categories list on the following page and write down the category for each of the ads below.

	ORDER NO. - *Nº DE L'OFFRE*	Employment and Immigration Canada	Emploi et Immigration Canada	Occ. Code - *Code prof.*
1.	122858	5904-A01	104241146	3131-122

Category ____________________

	ORDER NO. - *Nº DE L'OFFRE*	Employment and Immigration Canada	Emploi et Immigration Canada	Occ. Code - *Code prof.*
2.	121644	5904-A01	104131202	4191-118

Category ____________________

	ORDER NO. - *Nº DE L'OFFRE*	Employment and Immigration Canada	Emploi et Immigration Canada	Occ. Code - *Code prof.*
3.	119038	5910-S10	103230833	6121-126

Category ____________________

MAJOR GROUPS

11	Managerial, Administrative and Related Occupations
21	Occupations in Natural Sciences, Engineering and Mathematics
23	Occupations in Social Sciences and Related Fields
25	Occupations in Religion
27	Teaching and Related Occupations
31	Occupations in Medicine and Health
33	Artistic, Literary, Performing Arts and Related Occupations
37	Occupations in Sport and Recreation
41	Clerical and Related Occupations
51	Sales Occupations
61	Service Occupations
71	Farming, Horticultural and Animal-Husbandry Occupations
73	Fishing, Hunting, Trapping and Related Occupations
75	Forestry and Logging Occupations
77	Mining and Quarrying Including Oil and Gas Field Occupations
81/82	Processing Occupations
83	Machining and Related Occupations
85	Product Fabricating, Assembling and Repairing Occupations
87	Construction Trades Occupations
91	Transport Equipment Operating Occupations
93	Material-Handling and Related Occupations, n.e.c.
95	Other Crafts and Equipment Operating Occupations
99	Occupations Not Elsewhere Classified

Note - the number system above is from the Canadian Classification and Dictionary of Occupations (CCDO). This is a set of large red books which list and describe all the occupations in Canada. C.E.C. counsellors use these books a lot.

All the jobs listed with the C.E.C. are organized according to this system.

Discuss the categories with your class and write down the category (or categories) you will look under when you visit the C.E.C. ______________________________

Dyad

Directions for Student 1 -Ask Student 2 for the information missing from this job order form.
-Write the information in the boxes.

→ Ask your partner about:
1. the general category of the job (2 numbers)
2. the salary
3. the days of work
4. the type of work (full time? part-time? permanent? temporary?)
5. the kind of person the employer is looking for
6. the training provided

> You could use the indirect question
> e.g. (#2) Could you please tell me / Would you mind telling me > (what) the salary (is)?
> **rather than** What is the salary?

ORDER NO. - *Nº DE L'OFFRE* 123900	Employment and Immigration Canada 5904-A01	Emploi et Immigration Canada 105041013	1. Occ. Code - *Code prof.* ____ 97-114

GENERAL OFFICE CLERK

2.

NORTH BURNABY

3. 8:30-5:00 4.

MUST BE ABLE TO TYPE 40 WORDS PER MINUTE. MUST BE ABLE TO OPERATE A CALCULATOR, EMPLOYER LOOKING FOR SOMEONE 5. SOME ROOM FOR ADVANCEMENT AND GOOD BENEFITS WILL BE TRAINED TO 6. IN FUTURE WILL BE TRAINED TO OPERATE NCR BOOKEEPING MACHINE AND TO DO PAYROLL.

The underlined sections are the answers to your partner's questions.

Dyad

Directions for Student 2 -Ask Student 1 for the information missing from the job order form below.
-Write the information in the boxes.

➡ Ask your partner about:

7. the title of the job
8. the location of the job
9. the hours of work
10. the requirements for the job (There are 2 requirements)
11. the benefits
12. future training

You could use the indirect question

e.g. (#1) Could you please tell me / Would you mind telling me > **(what)** the title of the job **(is)**?

rather than What is the title of the job?

ORDER NO. - *Nº DE L'OFFRE* 123900	Employment and Immigration Canada 5904-A01	Emploi et Immigration Canada 105041013	Occ. Code - *Code prof.* 4197-114

7 ☐

* $750+ PER MONTH D.O.E.

8 ☐

MON TO FRI 9 ☐ PERM FULL TIME

MUST BE ABLE TO 10a ☐ MUST BE ABLE TO 10b ☐

☐ EMPLOYER LOOKING FOR SOMEONE QUICK AND WILLING TO LEARN. SOME ROOM FOR ADVANCEMENT AND 11 ☐ BENEFITS

WILL BE TRAINED TO OPERATE COMPUTER TO DO COMPUTER INPUTS. BALANCE CASH, DO SALES FIGURES.

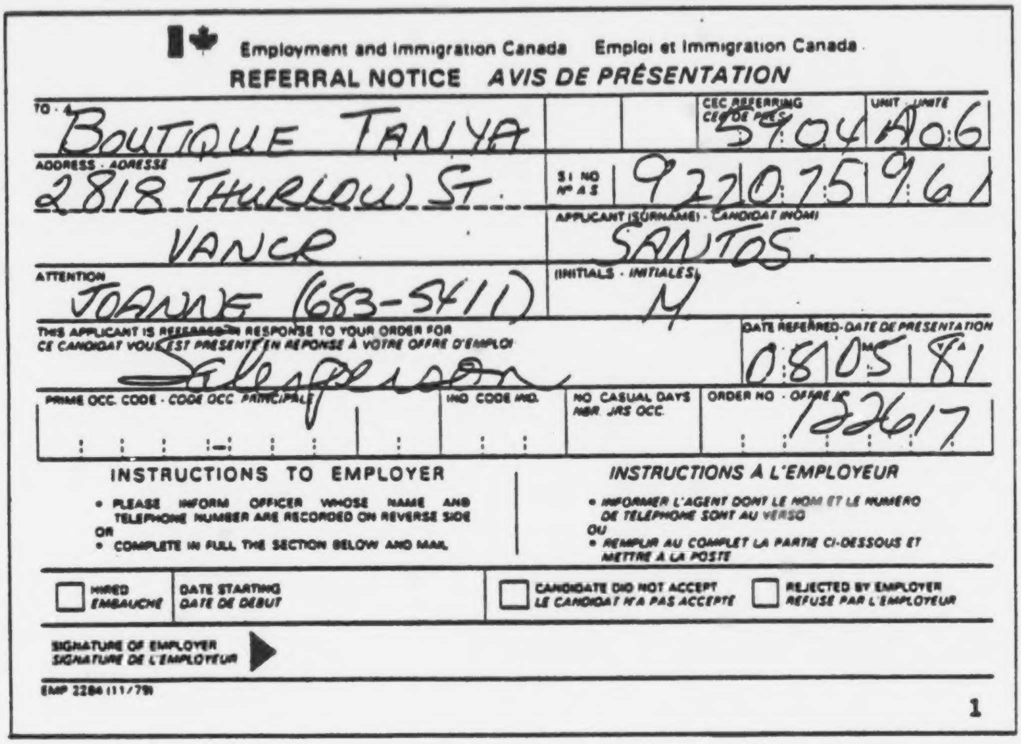
IN FUTURE WILL BE TRAINED TO 12 ☐

☐

The underlined sections are the answers to your partner's questions.

*$750 ± is $750 or more D.O.E. is depending on experience

Exercise - Look at the referral slip and answer the questions.



Employment and Immigration Canada Emploi et Immigration Canada

REFERRAL NOTICE *AVIS DE PRÉSENTATION*

TO · À: BOUTIQUE TANYA

CEC REFERRING · CEC DE PRÉS.: 5904

UNIT · UNITÉ: A06

ADDRESS · ADRESSE: 2818 THURLOW ST.
VANCR

S.I. NO · Nº A.S.: 927075961

APPLICANT (SURNAME) · CANDIDAT (NOM): SANTOS.

ATTENTION: JOANNE (683-5411)

(INITIALS · INITIALES): M

THIS APPLICANT IS REFERRED IN RESPONSE TO YOUR ORDER FOR
CE CANDIDAT VOUS EST PRÉSENTÉ EN RÉPONSE À VOTRE OFFRE D'EMPLOI: Salesperson

DATE REFERRED · *DATE DE PRÉSENTATION*: 08 05 81

PRIME OCC. CODE · *CODE OCC. PRINCIPALE*:

IND CODE IND.:

NO CASUAL DAYS · *NBR. JRS OCC.*:

ORDER NO · *OFFRE Nº*: 122617

INSTRUCTIONS TO EMPLOYER

- PLEASE INFORM OFFICER WHOSE NAME AND TELEPHONE NUMBER ARE RECORDED ON REVERSE SIDE

OR

- COMPLETE IN FULL THE SECTION BELOW AND MAIL

INSTRUCTIONS À L'EMPLOYEUR

- *INFORMER L'AGENT DONT LE NOM ET LE NUMÉRO DE TÉLÉPHONE SONT AU VERSO*

OU

- *REMPLIR AU COMPLET LA PARTIE CI-DESSOUS ET METTRE À LA POSTE*

☐ HIRED *EMBAUCHÉ*

DATE STARTING *DATE DE DÉBUT*

☐ CANDIDATE DID NOT ACCEPT *LE CANDIDAT N'A PAS ACCEPTÉ*

☐ REJECTED BY EMPLOYER *REFUSÉ PAR L'EMPLOYEUR*

SIGNATURE OF EMPLOYER *SIGNATURE DE L'EMPLOYEUR* ▶

EMP 2284 (11/79)

1

1. What is the name of the company?

2. Where is it located?

3. What is the name of the applicant?

4. What kind of job is she applying for?

5. Who should she see at the company?

6. What is the date of the referral?

Remember - dress appropriately when you visit the C.E.C. so you can go directly to the employer when you get your referral.

BEST COPY AVAILABLE

Lesson 4: A C.E.C. Role Play

Participants: 8 counsellors, 1 receptionist, applicants (everyone else)

Materials: sample job order forms, blank job request forms, blank referral slips, a box for the job request forms, and an information sign. (Get the forms from your teacher.)

Classroom Set-up: Arrange the classroom similarly to the diagram in Lesson 2, page 125.

--put up some job orders on a board (or a wall) with tacks or tape; arrange them by their general category numbers. (See page 130.)

--put some blank job request forms on a table beside the orders.

--use the teacher's desk as the information counter where the receptionist sits.

--have a box on the desk for the receptionist to put the completed request forms into.

--arrange some of the desks (or tables) into a waiting area.

--set up a counselling area with a desk (or table) for each counsellor.

➡ Directions

Applicants: If you have any questions, ask the receptionist at the information counter.

--fill out a job request form. If you can't find a suitable job from the job order board (wall), write down the name of a job you are interested in and make up an order number.

--take the request form to the receptionist and tell the receptionist what you want.

--if the job isn't available any more (usually, it is), fill out another request form and try again. (You can use the same job title--just change the order number.)

--if the job is still available, decide if you want to see a particular counsellor (someone you know and like).

if you do -- ask the receptionist for him/her by name and wait until he/she can see you.
if you don't -- have a seat and wait for a counsellor to call your name.

Lesson 4: A C.E.C. Role Play, cont'd.

Directions, cont'd.

(Applicants)

--while you are waiting, talk to other applicants about their job choices.

--when you are with a counsellor, answer questions about

- (a) why you want the job you chose;
- (b) why you feel qualified for the job, i.e. your experience and training; and
- (c) whether your English is good enough for the job.

--if you get a referral, thank the counsellor for his/her time. (You are finished the exercise; now work on your own.)

--if you don't get a referral, thank the counsellor for his/her time and try again with a new request form. (Next time, ask for another counsellor, by name.)

Receptionist:

--answer the applicants' questions. If you don't know an answer, ask your teacher for help.

--greet the applicants when they bring you their request forms.

--tell every fifth applicant that his job is filled.

--if you tell an applicant his job is filled, apologise and explain that you haven't had a chance to take the order down. Tell him to try again to find a job.

--if his job is available, tell him to have a seat and wait for the counsellor to call his name.

--if the applicant wants a particular counsellor, call the counsellor and tell him/her. (Give the counsellor the request form for the applicant.)

--put the rest of the request forms in the box. The counsellors will take the forms from the box and call the applicants (unless the applicant has requested a particular counsellor).

Counsellors:

--see the applicants who ask to see you personally, when you are free.

--if you don't have an applicant at your desk, take a request form from the box (on the receptionist's desk) and call that applicant for an interview.

--ask these three questions:

- (1) Why do you want this particular job?
- (2) Why do you think you are qualified for the job?
- (3) Do you think your English is good enough to handle the job?

Lesson 4: A C.E.C. Role Play, cont'd.

Directions, cont'd.

(Counsellors) --listen to the applicant's answers and decide if you want to give him a referral.

if you don't -- explain why.
if you do -- give him the form and tell him to go to the employer as soon as possible.

NOTES

Lesson 5: Visiting The C.E.C.

➔ Preparation

1. Look up the C.E.C. in the phone book. (It is part of the Federal Government listings, under Employment and Immigration.)

   Write down the address and phone number of the Centre nearest your school.

   Address: ______________________________

   ____

   Phone number: ______________________________

2. Locate the Centre on your (Vancouver) street map.

3. Using your (Vancouver) bus map, write down the number(s) of the bus(es) you would take to get to the Centre.

   bus(es) ______________________________

4. Write down the occupation category(ies) you will look for at the C.E.C. (The occupation category is the first two numbers in the top right hand corner of the job order form. Refer to Lesson 3, page 119)

   __________ (__________) (__________)

5. Go over the following page before you visit the C.E.C.

At the Centre (A)

Look at the job order boards. Write down 2 job titles which have the following 2 digits as the first 2 numbers of the occupation category (top right hand corner, job order form). (Refer to Lesson 3, page 130)

61 ______________________ ______________________

85 ______________________ ______________________

Write down the numbers (occupation category/ies) you are interested in. (See Question 4, previous page.) Write down 2 job titles in the category(ies).

______________________ ______________________

(______________________) (______________________)

At the Centre (B)

1. Find a job order that is suitable for you.
2. What are the * qualifications for the job described on this order?

   ____

   ____
3. Write down any phrases on the order form which you don't understand. (Don't write down single words if they're part of phrases or sentences.)

   ____

   ____
4. Get a job request form and fill it out for the job you have chosen.
5. Show the completed form to your teacher.
6. If you really are interested in the job, see a counsellor.
7. If you haven't ** registered with the C.E.C. (see sample form, Lesson 1, page 119), get a copy of the C.E.C. registration form now.

* REMEMBER, IF YOU DON'T HAVE ALL THE QUALIFICATIONS LISTED, BUT FEEL YOU COULD DO THE JOB, TALK TO THE COUNSELLOR.

** YOU ONLY HAVE TO REGISTER AT ONE C.E.C. AND YOU CAN USE ANY OF THE OTHER C.E. CENTRES

➔ Follow Up

1. Discuss the vocabulary from Question 3 on the previous page.

2. Write down the address and phone number of the Centre nearest your home.

   Address: ______________________________

   ____

   Phone No.: ______________________________

3. Locate this Centre on your (Vancouver) street map.

4. Using your (Vancouver) bus map, write down the number(s) of the bus(es) you would take to get to this Centre from your home.

   bus(es) ______________________________

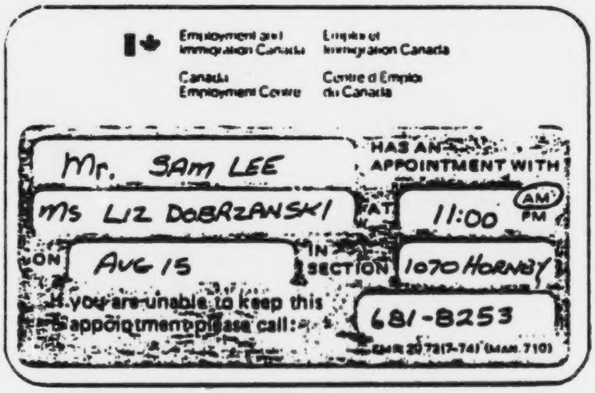
5. Visit the Centre, and, if you have not already registered anywhere else, register, using the form you got when the class visited the C.E.C.

Check

	yes	no
Are you registered with a C.E.C. office?	☐	☐

Lesson 6 Picture Story - Sam's Appointment with a Special C.E.C. Counsellor for Refugees

This is Sam Lee. He is a government sponsored refugee from Vietnam. He has just finished 5 months of English Language Training and now he wants to find work.



Employment and Immigration Canada
Emploi et Immigration Canada

Canada Employment Centre
Centre d'Emploi du Canada

Mr. SAm LEE HAS AN APPOINTMENT WITH
ms LIZ DOBRZANSKI AT 11:00 [✓ AM] PM
ON AUG 15 IN SECTION 1070 HORNBY
If you are unable to keep this appointment please call: 681-8253

EMP 2073(7-74) (MAN. 710)

Today, he has an appointment with the C.E.C. At this centre there are special counsellors to help refugees find work.

Sam's appointment is for 11 o'clock but he checks in with the receptionist at 10:50. (It's a good idea to be a little early for appointments.) The receptionist asks Sam to sit down in the waiting area until the counsellor is free.

Checking In: say who you are, why you are there, who you want to see, and what time your appointment is for.

LISTEN AND FILL IN THE BLANKS

Sam: ________ name is Sam Lee. ________ have an appointment __________ Liz at 11:00.

Receptionist: ____________ a seat. It ____________ be a few ____________.

Sam meets the counsellor. Her name is Liz. He wants to call her Miss Liz.

LISTEN AND FILL IN THE BLANKS

Liz: _____________ Sam, I'm Liz. _____________ on in and _____________ down.
Sam: Thanks Miss Liz.
Liz: _____________ call me Liz. _____________ Canada, we don't _____________
Miss with first _____________, only with last _____________

She asks him about his training and experience. He shows her his resume and explains that he has had some experience in a bakery and some training in mechanics. Liz asks him which area he'd rather work in and he tells her that he is more interested in the mechanics field.

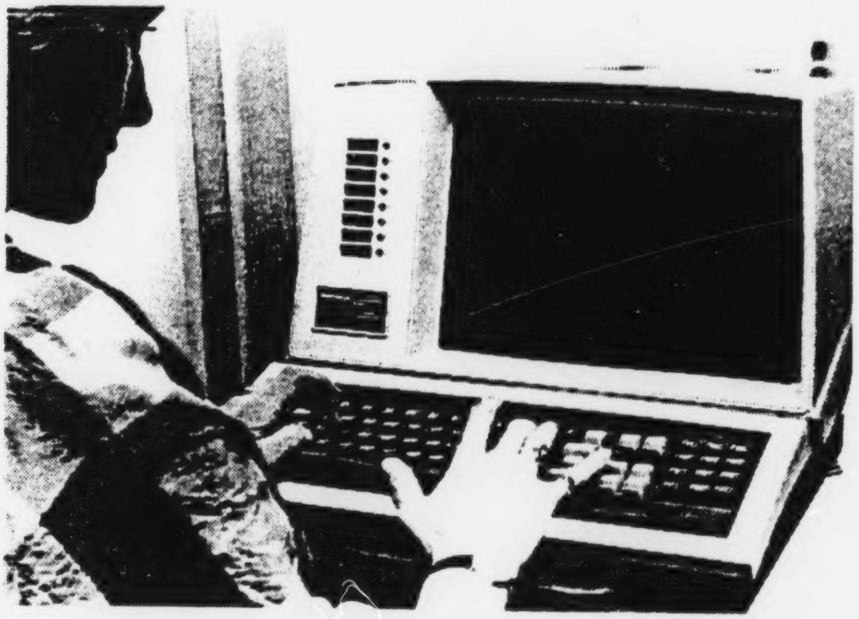
LISTEN AND FILL IN THE BLANKS

Liz: ____________ me about your ____________ and experience.
Sam: I ____________________ had two years ____________________ in a bakery
____________ six months training ____________ mechanics.
Liz: Which would ____________ rather do?
Sam: I'd ____________ work in mechanics ____________ baking.

Liz looks in a large book of occupations called the C.C.D.O. (Canadian Classification and Dictionary of Occupations) to find the names of jobs in the mechanics field. She explains to Sam that he could start working in a garage as a helper and later maybe become an *apprentice.

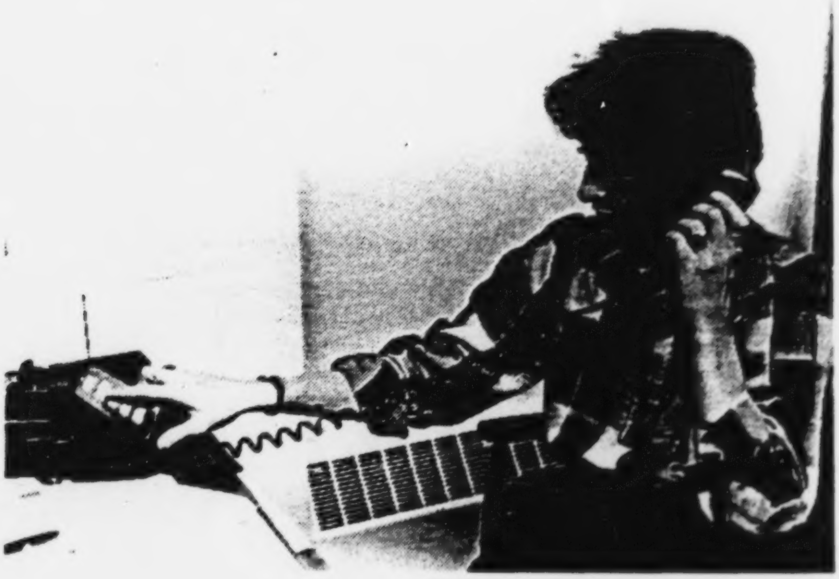
apprentice - *a person getting 'on the job training' in order to learn a trade. It takes an apprentice 4 years to become a mechanic in B.C. They get paid during this time.*

Liz looks in the computer to see if there are any jobs available in garages. She reads about the different qualifications for the jobs. One says "experience required", another says, "Driver's Licence necessary".



LISTEN AND FILL IN THE BLANKS

Liz: ____________ you have a ____________ Licence?
Sam: Not yet, ____________ I can start ____________ on it.



Liz finds two suitable jobs listed in the computer and she phones the employers. The first one she tries is out for lunch. The second one doesn't want to interview Sam because he doesn't have his Driver's Licence.

Liz asks Sam to look up garages and gas stations in the yellow pages and to apply at these places on his own. She also tells him to check the job boards at his local C.E.C.

Because he knows what field he wants to work in, and because he has some training in that field, Liz gives Sam a letter saying that he may qualify for *C.M.I.T.P. if he finds an employer who will give him some training. She tells him to show this letter to employers when he applies for work.

C.M.I.T.P. — *Canada Manpower Industrial Training Program*
A Program in which the Federal Government pays part of an employee's salary for a limited period of time. In exchange, the employer must provide training for this period. It is the employer who must apply to the C.E.C. for C.M.I.T.P. and there are no guarantees that he will get it.

Liz tells Sam that she will phone him if she finds a suitable job for him. She gives him her card with her name and phone number on it and tells him to phone her in a couple of days if she hasn't phoned him.

➡ **LISTEN AND FILL IN THE BLANKS**

Liz: Here's my card. ____________ me in a ____________ of days
if ____________ haven't heard from ____________. Good luck.
Sam: Thank ________ very much for ________ help.

Transcript of tape to be used with Lesson 6, pages 140 to 148.

Sam: My name is Sam Lee. I have an appointment with Liz at 11:00.

Receptionist: Have a seat. It will be a few minutes.

Liz: Hi, Sam, I'm Liz. Come on in and sit down.

Sam: Thanks, Miss Liz.

Liz: Please call me Liz. In Canada, we don't use Miss with first names, only with last names.

Liz: Tell me about your training and experience.

Sam: I have had two years experience in a bakery and six months training in mechanics.

Liz: Which would you rather do?

Sam: I'd rather work in mechanics than baking.

Liz: Do you have a Driver's Licence?

Sam: Not yet, but I can start working on it.

Liz: Here's my card. Call me in a couple of days if you haven't heard from me. Good luck.

Sam: Thank you very much for your help.

Lesson 7 Picture Story - Sam's Visit to his Local C.E.C.

Sam saw Liz two days ago. Yesterday, he applied at some garages he found in the yellow pages. Today he is at the C.E.C. near his home checking the job boards for suitable jobs. He finds a couple of jobs in the mechanics field and he fills out a job request form.

Sam takes the form to the receptionist and she asks him if he is registered with the C.E.C. She checks into the jobs he is interested in and explains that one of the jobs is taken but that the other job is still available. She tells him that it will be a few minutes before he can see a counsellor and asks him to have a seat in the waiting area.

JOB REQUEST
FORMS AND
SIN
APPLICATIONS

LISTEN AND FILL IN THE BLANKS

Sam: I'd like to __________ a counsellor about __________ jobs.
Receptionist: Are you __________ ?
Sam: Yes, at another __________ .
Receptionist: .... Oh, I'm sorry __________ job is taken.
__________ haven't had a __________ to take the __________
off the board __________ .
Sam: What about the __________ one?
Receptionist: It's still __________ . Please have a __________
and wait for __________ counsellor to call __________ name.

Sam talks to the counsellor about his qualifications. They also discuss his English level. The counsellor is satisfied that Sam can do the job so he gives him a referral slip. to take to the employer.

LISTEN AND FILL IN THE BLANKS

Counsellor: Do you think __________ English is good ______________ for the job?

Sam: __________ ,I've learned a __________ in my five __________ of language training ______________ I'm sure I'll ______________ up the language ______________ on the job. ______________ am going to __________ at night school __________ .

Sam phones the employer right away to arrange an interview. The name on the referral slip is Mr. Read.

LISTEN AND FILL IN THE BLANKS

Manager: A & B Auto
Sam: May I ____________ **speak to Mr. Read**
Manager: ____________ is Mr. Read speaking.
Sam: ____________________ has just given ____________________ a referral
for ____________________ job you have ____________________ with them.
When ____________ I see you ____________ it?
Manager: Any time ____________________ 2:30 this afternoon ____________________
be fine.
Sam: How ____________ 3:00?
Manager: Fine.

Transcript of tape to be used with Lesson 7, pages 150 to 153.

Sam: I'd like to see a counsellor about these jobs.

Receptionist: Are you registered?

Sam: Yes, at another Centre.

Receptionist: ... Oh, I'm sorry, this job is taken. We haven't had a chance to take the order off the board yet.

Sam: What about the other one?

Receptionist: It's still available. Please have a seat and wait for the counsellor to call your name.

Counsellor: Do you think your English is good enough for the job?

Sam: Yes, I've learned a lot in my five months of language training and I'm sure I'll pick up the language quickly on the job. I am going to study at night school, too.

Sam: May I please speak to Mr. Read?

Manager (A & B Auto): This is Mr. Read speaking.

Sam: Manpower has just given me a referral for a job you have listed with them. When can I come to see you about it?

Manager: Any time after 2:30 this afternoon would be fine.

Sam: How about 3:00?

Manager: Fine.

MODULE FOUR: APPLICATION FORMS AND APPLYING

MODULE FOUR: APPLICATION FORMS AND APPLYING

Unit 1: The Application Form

Notes To The Teacher ...
Objectives:
The student will be able to:
-- read and follow the instructions of a variety of application forms
-- fill out an application form completely, neatly and accurately

Background Information ...

- -- Almost every application form is different, so reading the instructions is crucial.
- -- The application form is part of the pre-screening process.
- -- The information on a resumé duplicates much of the application form, so is a help in filling it out.
- -- When applying for a job, students should ask for two forms, one for practice, the second for submission. If they have only one, they should use a pencil first.
- -- Build up a file of various types of application forms.

Teaching Suggestions ...

- -- Send students out to get application forms for in-class practice.
- -- Go through one representative form with the class, then deal with the less common parts -- eg. bonding, future goals, criminal records.

Unit 2: Applying

Notes To The Teacher ...
Objectives:
The student will be able to:
-- apply in person, by telephone and by letter
-- record and follow up the application

Background Information ...

- -- The student will probably be interviewed while applying in person, so he should be well-groomed and take a resumé along.
- -- The telephone applicant is being pre-screened during the call.
- -- Applications by letter must be accompanied by a resumé.
- -- Each application should be recorded. This information will be useful for the C.E.C. in determining further assistance.

(cont'd)

Unit 2: Applying, cont'd.

Teaching Suggestions ...

- -- Students should apply for real jobs rather than fictitious ones.
- -- As a test of competence, give them an application form to fill out. Indicate if the application is acceptable. Will it pass the pre-screening process?

Unit 1: Application Forms

Lesson 1: Learning The Purpose And Importance Of Application Forms

Transcript of tape to be used with exercise on page 162.

Teacher: Jack, as a personnel officer you've seen hundreds of application forms. What is their real purpose?

Jack: Well, they're similar to the resumé in that they give a brief summary of your qualifications. But there's one big difference.

Teacher: What's that?

Jack: With the resumé, you decide what goes on it, but you have to fill in what the employer asks for on the application form.

Teacher: How important are the instructions on the application form? The fine print?

Jack: Part of the purpose of the form is to see how well you follow instructions, and if you don't, your application may never be read.

Teacher: So the first thing you should do is read the instructions carefully?

Jack: Exactly. Each application form is a little different from the others, so you have to be careful about little things. Do you print? Does your last name go first?

Teacher: In other words, don't rush into it.

Jack: That's right. Take your time, especially at the beginning. The section on personal data usually has the most variety. And be neat!

Teacher: I find it hard to print, and I can't type.

Jack: You've got a problem, then, because I'm too busy to look at anything that's hard to read.

Teacher: That seems a bit unfair.

Jack: Not really, when you look at it from our point of view. Sometimes the secretary or the receptionist prescreens the forms for us, and the first thing she looks for is neatness.

Teacher: What's next?

Jack: If you've answered all the questions, filled in all the blanks.

Lesson 1: Learning ..., cont'd.

(Transcript)

Teacher: What if I can't, or shouldn't, answer a question?

Jack: That's when you'd use "N/A", not applicable, in that space, or a line.

Teacher: We encourage the students to use their resumés when they're filling out their application forms.

Jack: That's a good idea. It makes things a lot easier, and there is less chance of making a mistake.

Teacher: Would you go over your suggestions again, Jack? Just briefly.

Jack: Well, there's one thing I haven't mentioned yet. Ask for help if you don't understand the instructions. A lot of Canadians have trouble with application forms, too.

Teacher: That's a good point. Now ... a summary of your suggestions, please.

Jack: Let's see if the students can remember them.

Teacher: Jack has given you some good advice about filling in your application. Write as many suggestions as you can. Can you add any others from your own experience?

Vocabulary

-- prescreen	... to make the first selection
-- the fine print	... all the instructions, even those in small printing
-- N/A or not applicable	... not about your situation
-- summary	... the important information only

➡ Listen to the conversation between a personnel officer and one of your teachers. Some good suggestions are given about filling out application forms. Try to remember these. At the end of the tape you will be given some instructions.

➡ Follow the instructions that you hear at the end of the tape.

1. ______________________________
____

2. ______________________________
____

3. ______________________________
____

4. ______________________________
____

5. ______________________________
____

Are there any other suggestions from your own experience you can add?

____

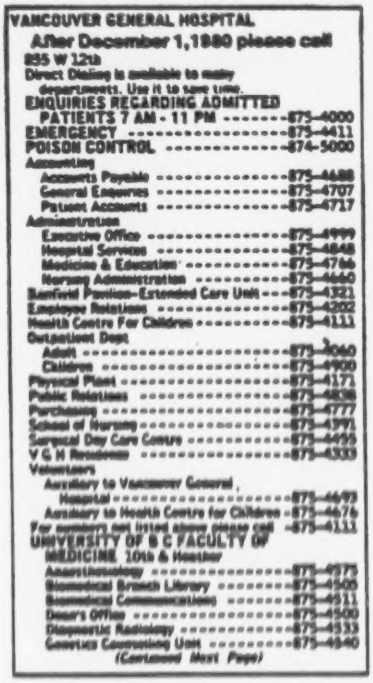
____

Lesson 2: Getting An Application Form

➔ Preparation

Most big stores, offices and factories have a special office that handles the hiring of new employees. It is usually called 'Personnel', but also has other names.

Look at the following listings from the Vancouver telephone directory. Can you pick out the name of the office that does the hiring? Write the name of the office in the blank provided.



VANCOUVER GENERAL HOSPITAL

After December 1,1980 please call

855 W 12th

Direct Dialing is available to many departments. Use it to save time.

- ENQUIRIES REGARDING ADMITTED PATIENTS 7 AM - 11 PM 875-4000
- EMERGENCY 875-4411
- POISON CONTROL 874-5000
- Accounting
  - Accounts Payable 875-4688
  - General Enquiries 875-4707
  - Patient Accounts 875-4717
- Administration
  - Executive Office 875-4999
  - Hospital Services 875-4848
  - Medicine & Education 875-4766
  - Nursing Administration 875-4660
- Banfield Pavilion-Extended Care Unit 875-4321
- Employee Relations 875-4202
- Health Centre For Children 875-4111
- Outpatient Dept
  - Adult 875-4060
  - Children 875-4900
- Physical Plant 875-4171
- Public Relations 875-4838
- Purchasing 875-4777
- School of Nursing 875-4391
- Surgical Day Care Centre 875-4455
- V G H Residence 875-4333
- Volunteers
  - Auxiliary to Vancouver General Hospital 875-4693
  - Auxiliary to Health Centre for Children 875-4676
- For numbers not listed above please call 875-4111
- UNIVERSITY OF B C FACULTY OF MEDICINE 10th & Heather
  - Anaesthesiology 875-4575
  - Biomedical Branch Library 875-4505
  - Biomedical Communications 875-4511
  - Dean's Office 875-4500
  - Diagnostic Radiology 875-4533
  - Genetics Counselling Unit 875-4540

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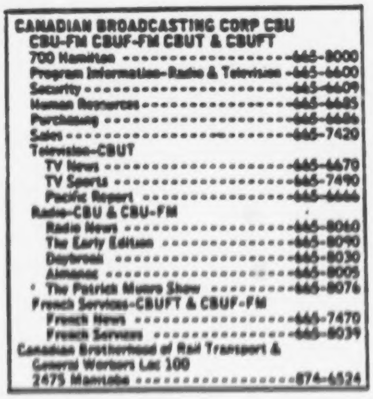
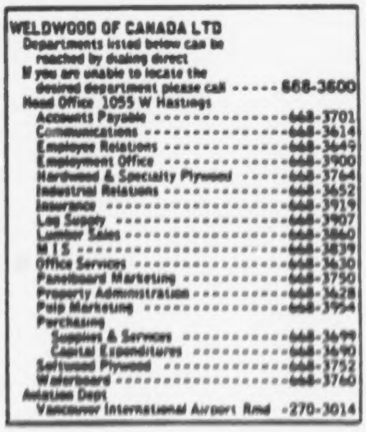


CANADIAN BROADCASTING CORP CBU CBU-FM CBUF-FM CBUT & CBUFT

- 700 Hamilton 665-8000
- Program Information-Radio & Television 665-6600
- Security 665-6609
- Human Resources 665-6685
- Purchasing 665-6686
- Sales 665-7420
- Television-CBUT
  - TV News 665-6670
  - TV Sports 665-7490
  - Pacific Report 665-6666
- Radio-CBU & CBU-FM
  - Radio News 665-8010
  - The Early Edition 665-8090
  - Daybreak 665-8030
  - Almanac 665-8005
  - • The Patrick Munro Show 665-8076
- French Services-CBUFT & CBUF-FM
  - French News 665-7470
  - French Services 665-8039

Canadian Brotherhood of Rail Transport & General Workers Loc 100
2475 Manitoba 874-6524



WELDWOOD OF CANADA LTD

Departments listed below can be reached by dialing direct

If you are unable to locate the desired department please call 668-3600

- Head Office 1055 W Hastings
  - Accounts Payable 668-3701
  - Communications 668-3614
  - Employee Relations 668-3649
  - Employment Office 668-3900
  - Hardwood & Specialty Plywood 668-3764
  - Industrial Relations 668-3652
  - Insurance 668-3919
  - Log Supply 668-3907
  - Lumber Sales 668-3860
  - M I S 668-3839
  - Office Services 668-3630
  - Panelboard Marketing 668-3750
  - Property Administration 668-3628
  - Pulp Marketing 668-3954
  - Purchasing
    - Supplies & Services 668-3699
    - Capital Expenditures 668-3690
  - Softwood Plywood 668-3752
  - Waferboard 668-3760
- Aviation Dept
  - Vancouver International Airport Rmd 270-3014

Vancouver General Hospital: ______________________

Canadian Broadcasting Corporation: ______________________

Weldwood of Canada: ______________________

There is also a Ministry of Human Resources in B.C. Do you know what it does?

____

EST COPY AVAILABL

Conversation Practice: Asking For Directions

Excuse me,
do you know
could you please tell me
do you have any idea
where the personnel office is?

The what?

The personnel office.

Oh. It's on the 13th floor, just across from the elevator. You can't miss it.

Well, let me see: I think it's on the 12th floor. No, maybe it's on the 13th.

Sorry,
I have no idea.
I haven't got a clue.

Thank you very much.
Thanks, anyway.

➔ Practise this conversation, using the different responses given.

Role Play:

Student A asks for directions to a place in the Lower Mainland.

Student B replies, giving the information requested,

OR

gives the information, but expresses uncertainty,

OR

replies negatively, expressing regret.

Student A thanks Student B.

Contact Assignment

Objective: to find the correct office and get an application form

Many businesses, stores and hospitals have only a general listing in the lobby of their building.

Ask: Could you tell me where the personnel office is?

Even if they don't know, thank them by saying, "Thanks, anyway".

At the correct office:

Asking for the application form --

Ask: May I please have an application form?

OR Would you please give me ________________?

OR Could I please have ________________?

Classroom follow up, in small groups:

Where did you get the form? ________________
(Name of company, store, etc.)

What was the office called? ________________

Did you have any problems? ________________

____

____

____

Do you know the name and/or job title of the person who gave you the form? Was the person friendly? Were you nervous? Would you go back to this office again?

____

____

What did you learn about getting jobs in Canada?

____

____

Lesson 3: Understanding The Application Form

In pairs, look over the application forms you got.

1. Discuss: How are they similar?

2. What parts of the application form are similar to the resumé?

3. Make a list of words you don't understand, and can't explain to each other. Put them on the blackboard for discussion with the class and your teacher later.

4. Fill out the application form you got, using your resumé to help you.

MANY THINGS ASKED FOR ON AN APPLICATION FORM CAN BE COPIED DIRECTLY FROM YOUR RESUMÉ.

Lesson 4: Reviewing Application Form Vocabulary

Interaction:

→ Find someone who: name:

1. knows how to print ______________________
2. has a maiden name ______________________
3. has a middle initial ______________________
4. has filled out an application form before ______________________
5. knows his weight in imperial measure ______________________
6. is available to work immediately ______________________
7. has a reliable means of transportation ______________________
8. knows what "in order of preference" means ______________________
9. is bondable ______________________
10. is willing to take a medical examination ______________________
11. knows the rate of pay he requires ______________________
12. has a disability that might affect employment ______________________
13. would take a casual job ______________________
14. is eligible to work in Canada ______________________
15. would take a test as part of an interview ______________________
16. has a profession ______________________
17. could fill out a complete application form on his own ______________________

Unit 2: Applying For A Job

Lesson 1: Finding Out How Jobs Become Available

Even in times of high unemployment, existing jobs become available, or new positions are created. Some of these are filled by other employees in the company, or by friends or relatives. But a surprising number are filled from "outside", that is, by someone who applies because he has seen the notice of the opening at Manpower or in the want ads, or already has an application on file with that company.

Why are these jobs available? The two ads below are for new positions, the first because the company is new, and the second because the company is expanding.

ROYAL CITY TOYOTA

B.C.'s newest Toyota dealership requires salespeople to sell the number one import. Great selection of new Toyota cars and trucks in stock. Busy traffic location, excellent working conditions, all fringe benefits plus top commission system, and company car.

For a private and confidential interview please contact

Brian Vincent, Sales Manager
ROYAL CITY TOYOTA 520-3333

HYDRAULIC SERVICE TECHNICIAN

Required in our expanding service shop.

Applicants must have a minimum of 3 years relevant hydraulic experience & be skilled at system trouble shooting.

Salary commensurate with experience. Excellent benefits.

Submit letter of application & resume to:

Mr. RICHARD CRAUFORD
MAGNETO HYDRAULICS INC.
2520F SIMPSON RD.
RICHMOND, B.C.
V6X 2P9

➔ There are at least seven reasons why a job becomes available. Two are given. Can you think of five others? Work in pairs.

1. An employee is on a leave of absence.
2. An employee is transferred.
3. ______________________________
____
____
4. ______________________________
____
____
5. ______________________________
____
____
6. ______________________________
____
____
7. ______________________________
____
____

➔ Discuss your answers as a class.

Lesson 2: Applying By Telephone

Teacher's Copy

Transcript of tape to be used with exercise on page 173.

Listen to the conversation between Ruth Leung, the applicant, and Dave Boyd, whose name appears in the ad.

Receptionist: Good morning, Superior Business Machines.

Applicant: May I speak to Mr. Dave Boyd, please?

Receptionist: One moment, please. I'll connect you.

****

Boyd: Boyd here.

Ruth: Good morning, Mr. Boyd. My name is Ruth Leung. I'm calling to apply for the position of typewriter technician that was advertised in this morning's Herald.

Boyd: Did you say typist or technician?

Ruth: Technician. I have four years experience with IBMs. I started out as a typist, but ended up repairing the machines.

Boyd: Hmmm ... the new electric ones, too?

Ruth: The very latest, Mr. Boyd. I took a special course from IBM just before I came to Canada. I really like my work.

Boyd: Well, we've never had a woman do this kind of work before, and my customers .... Oh, you might as well come in for an interview. When are you free?

Ruth: Any day after two.

Boyd: How about this Friday at 2:30?

Ruth: Friday, April 23rd at 2:30. And do you have my name?

Boyd: That's Ruth Lu, isn't it?

Ruth: Ruth Leung. L-E-U-N-G. May I bring you a copy of my resumé beforehand?

Boyd: Oh, you have a resumé. Good. Bring it before Friday.

Ruth: Thank you, Mr. Boyd. I'll look forward to meeting you.

Student's Copy

TECHNICIAN

Experienced IBM Typewriter Technician required immediately.

Call Dave Boyd at

253-6696

SUPERIOR

BUSINESS MACHINES (B.C.) LTD

837 East Hastings Street, Vancouver, B.C.

Ruth had been a typewriter technician in Hong Kong and felt she had the necessary qualifications for the job in the ad above. She knew that she had to "sell herself" on the telephone or she wouldn't get asked to come for an interview. She used her resumé to review her qualifications and made sure she could pronounce the man's name correctly.

➡ Listen to the phone call Ruth made--the whole conversation first. Then, listen again and answer the following questions.

1. What are the four items of information Ruth gives Mr. Boyd when she first speaks to him?
   (1) ____________________
   (2) ____________________
   (3) ____________________
   (4) ____________________

2. List her qualifications.

   ____

   ____

3. What does she offer to do before the interview?

   ____

Discussion

-- How do we know Mr. Boyd is surprised when Ruth calls?

-- What does Ruth do to "sell herself"?

-- Would you have given her an interview? Why?

-- If Mr. Boyd hadn't suggested an interview, could she have asked for one?

-- What would you say if you wanted an interview?

This ad asks you to phone for an interview, but doesn't give a name to ask for.

JOURNEYMAN ALARM INSTALLER

(M/F) or journeyman electrician with alarm experience.
$14.54 an hour to $16 an hour
Phone for interview, 9-10 a.m General Alarms Ltd.

299-8525

➔ Find a similar ad in a current paper. Try to find one with a job you are really interested in and would like to apply for.

Your ad

Call the number ahead of time.

ASK: "Who should I speak to about a job opening?" OR
"May I have the name of the person who does the hiring?"

If you don't understand the name,

ASK: "How do you spell that?"

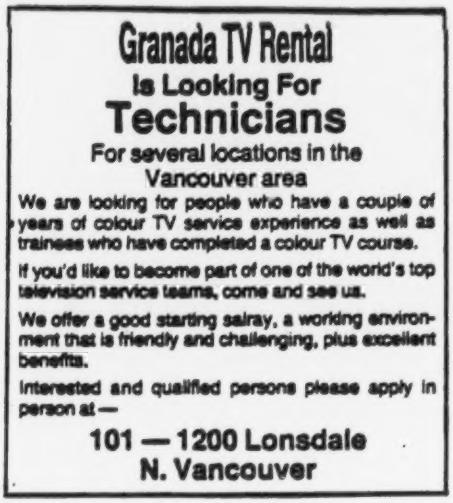
Thank the person you have been talking to.

Call back for an interview at the given time, asking for the person by name.

CALL AT GIVEN TIMES ONLY. IF NO TIME IS GIVEN, CALL BETWEEN 9 AND 10 OR 3 AND 4.

Lesson 3: Applying In Person

➔ Read the ad and answer the questions.



Granada TV Rental
Is Looking For
Technicians
For several locations in the Vancouver area

We are looking for people who have a couple of years of colour TV service experience as well as trainees who have completed a colour TV course.

If you'd like to become part of one of the world's top television service teams, come and see us.

We offer a good starting salray, a working environment that is friendly and challenging, plus excellent benefits.

Interested and qualified persons please apply in person at —

101 — 1200 Lonsdale
N. Vancouver

1. The first paragraph says that the company will take two kinds of applicants. What are they?

____

____

2. If you wanted to apply for this job, how would you dress?

____

____

3. What are the best times of day to apply? What are the worst?

____

____

4. The ad doesn't tell you whom to ask for. What are you going to ask of the first person you meet at the above address? Role play the situation.

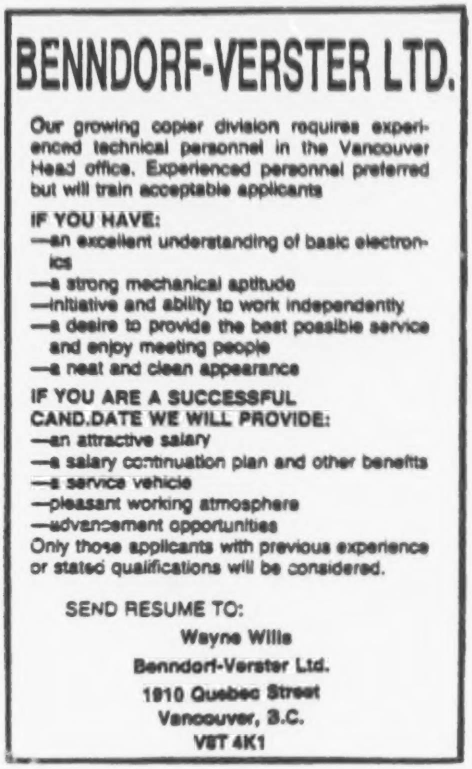
Applicant -- greet the employee
-- explain why you're there
-- ask for the name of the person who does the hiring
-- thank the employee

Employee -- ask if you can help
-- give the name of the person who does the hiring
-- direct the applicant to an office at the back

Lesson 4: Applying By Letter

Part 1: Writing the letter

John feels he has both the training and experience required for the job in this ad.



BENNDORF-VERSTER LTD.

Our growing copier division requires experienced technical personnel in the Vancouver Head office. Experienced personnel preferred but will train acceptable applicants

IF YOU HAVE:
—an excellent understanding of basic electronics
—a strong mechanical aptitude
—initiative and ability to work independently
—a desire to provide the best possible service and enjoy meeting people
—a neat and clean appearance

IF YOU ARE A SUCCESSFUL CAND.DATE WE WILL PROVIDE:
—an attractive salary
—a salary continuation plan and other benefits
—a service vehicle
—pleasant working atmosphere
—advancement opportunities

Only those applicants with previous experience or stated qualifications will be considered.

SEND RESUME TO:

Wayne Willis
Benndorf-Verster Ltd.
1910 Quebec Street
Vancouver, B.C.
V6T 4K1

➔ Look carefully at the letter on the next page that he sent. It is short, but contains all information asked for in the ad.

BEST COPY AVAILABLE

111 First Avenue,
Salmon City, B.C.
V9X 2G3

April 22, 1983

Mr. Wayne Wills,
Benndorf-Verster Ltd.,
1910 Quebec Street,
Vancouver, B.C.
V8T 4K1

Dear Mr. Wills,

I would like to apply for the position of Copier Technician, advertised in the Vancouver Sun of April 21, 1983.

I have had three years training and two years experience in this field. I enjoy meeting the public and am used to working without supervision. I have enclosed my resumé, which outlines my qualifications and gives other relevant information.

I would like the opportunity to discuss my qualifications with you. I am free for an interview every day after 2:00 p.m. I can be reached at 428-3655 or at the above address.

Thank you for your time and consideration.

Sincerely,

John Doe

John Doe

encl.

➔ Now, from a current paper, choose an ad for a job you are interested in that asks you to apply by letter. Write a letter of application, using John's letter or the outline on the next page, as a guide.

Put your ad
in
this box

___ Sender's Apt., Address _______,
___ City, Province _______________,
___ Postal Code _______________

___ Date ____________________

___ Receiver's Name ___________,
___ Receiver's Title ___________,
___ Company Name _____________,
___ Address _________________,
___ City, Province ___________
___ Postal Code ____________

___ Salutation ______________,

_______________ Purpose of letter, job title _____________
____________________ Source, date of information _____________
____

_______________ How your qualifications fit this job _______
____________________ What you are enclosing--resumé, marks ______
____

_______________ Request for an interview ______________
____________________ How to contact you ________________
_______________ Thank you ____________________
____

_____ Sincerely _______________,

_____ Typed name _______________

__ encl.__

Part 2: Emphasize education and volunteer work

BENNDORF-VERSTER LTD.

Our growing copier division requires experienced technical personnel in the Vancouver Head office. Experienced personnel preferred but will train acceptable applicants

IF YOU HAVE:
- —an excellent understanding of basic electronics
- —a strong mechanical aptitude
- —initiative and ability to work independently
- —a desire to provide the best possible service and enjoy meeting people
- —a neat and clean appearance

IF YOU ARE A SUCCESSFUL CANDIDATE WE WILL PROVIDE:
- —an attractive salary
- —a salary continuation plan and other benefits
- —a service vehicle
- —pleasant working atmosphere
- —advancement opportunities

Only those applicants with previous experience or stated qualifications will be considered

SEND RESUME TO;

Wayne Wills
Benndorf-Verster Ltd.
1910 Quebec Street
Vancouver, B.C.
V5T 4K1

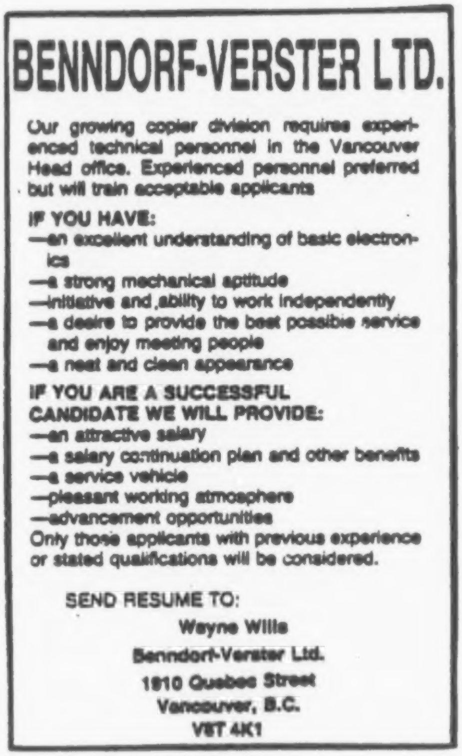
When Paul decided to apply for the job at Benndorf-Verster, he knew that he would have more difficulty getting an interview than someone with post-secondary training and experience in this field. But he had taken courses in electricity, electronics and drafting at high school. He had also been in charge of the sound and lighting systems for all the school's musical and dramatic productions for two years. He has his marks and a letter of reference from the school.

Paul's letter of application could be exactly the same as John's, except for the second paragraph.

➔ Write a good second paragraph for Paul, using the above information as well as the ad.

BEST COPY AVAILABLE

Part 3: Applying by letter, with neither formal training nor experience



BENNDORF-VERSTER LTD.

Our growing copier division requires experienced technical personnel in the Vancouver Head office. Experienced personnel preferred but will train acceptable applicants

IF YOU HAVE:
—an excellent understanding of basic electronics
—a strong mechanical aptitude
—initiative and ability to work independently
—a desire to provide the best possible service and enjoy meeting people
—a neat and clean appearance

IF YOU ARE A SUCCESSFUL CANDIDATE WE WILL PROVIDE:
—an attractive salary
—a salary continuation plan and other benefits
—a service vehicle
—pleasant working atmosphere
—advancement opportunities

Only those applicants with previous experience or stated qualifications will be considered.

SEND RESUME TO:
Wayne Wills
Benndorf-Verster Ltd.
1810 Quebec Street
Vancouver, B.C.
V6T 4K1

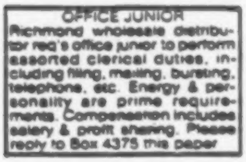
Au had no formal training or experience in electronics or electricity, but was able to fix anything that went wrong at home. His friends called him "Mr. Fix-it", and were always asking him to repair their T.V.s and electrical appliances. He had mechanical aptitude, too, and maintained his own car. He had studied electronics and electricity from the books he got at the Public Library. He decided to apply for the Benndorf-Verster job because he felt he met most of the qualifications.

Au can use John's letter of application, too, except for the second paragraph.

➔ Write a good second paragraph for Au. Use the information we have about him, as well as the ad.

Part 4: Applying by letter to a box number

The ad below does not give the name of a person or company to write to. We don't know if we are writing to a man or a woman.



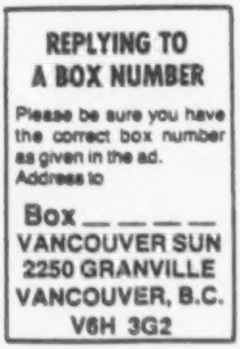
OFFICE JUNIOR

Richmond wholesale distributor req's office junior to perform assorted clerical duties, including filing, mailing, bursting, telephone, etc. Energy & personality are prime requirements. Compensation includes salary & profit sharing. Please reply to Box 4375 this paper

Your salutation will be:

Dear Sir or Madam:

The Vancouver Sun gives its readers the following advice for the inside address and the envelope:



REPLYING TO A BOX NUMBER

Please be sure you have the correct box number as given in the ad. Address to

Box __ __ __ __
VANCOUVER SUN
2250 GRANVILLE
VANCOUVER, B.C.
V6H 3G2

BEST COPY AVAILABLE

➡ Write the inside address and salutation for an ad from your newspaper which asks you to reply to a box number.

Put your ad in this box

____

____

________________________ inside address

____

____

____________________________: salutation

Lesson 5: Recording Applications Submitted

Discuss the value of each part of this record.

RECORD OF APPLICATIONS SUBMITTED

	Position	Company	Phone No. & Address	Contact Person	Date	Result	Follow up
Example	Photocopier Technician	Benndorf-Verster	1910 Quebec St. Vancouver, B.C. V8T 4K1 872-8862	Wayne Wills	April 22/83	Asked for interview, April 28/83 2:30 p.m.	Spoke to friend who works at company before interview. Sent thank you letter, April 29/83

MODULE FIVE: PREPARING FOR THE INTERVIEW

MODULE FIVE: PREPARING FOR THE INTERVIEW

Notes To The Teacher...

OBJECTIVES:

The student will be able to....
- present himself as a potential employee
- use the necessary social skills
- interpret and exploit non-verbal factors
- respond to questions in a concise, informative and interesting way
- ask appropriate questions of the interviewer
- follow up the interview

Background Information ...

- Most students feel the interview is a test of their English.
- They fail to realize that the employer has a need, too.
- They tend to underestimate the value of their skills, previous experience and education/training.
- They overlook the importance of initiative, adaptability and ambition, attributes employers want.
- Non-verbal factors are almost as important as language skills. The first impression is crucial.
- Questions are asked in a variety of ways -- directly, indirectly, through intonation only ...
- The interview starts at the receptionist's desk.
- For many unskilled jobs with a high employee turnover, there is virtually no interview. The first able-bodied applicant to show up usually gets the job.
- A resumé should be submitted prior to the interview, even if it isn't asked for.

Teaching Suggestions ...

- Although a student may be an expert at repairing machines, he may not be able to express specifics in an interview. Potential employers want detail, so concentrate on specifics. The resume is a help here.
- Names of contacts must be recorded, remembered and pronounced correctly.
- The interview questions in the material are representative only. Discourage the memorizing of answers as it is impossible to predict the questions; also, memorizing kills spontaneity. Role plays should be acted out spontaneously, not scripted.

(cont'd.)

Teaching Suggestions, cont'd.

- To learn about a company before the interview, use the yellow pages, the library, and the company's own information services.
- The applicant should have several good questions ready for the interviewer, questions that show an interest in the company and in the job.
- Some students will have interviews as the class progresses. Role play what might happen. Encourage the students to report back, but don't insist.
- Stress the importance of the follow-up.
- Invite a personnel manager to class.

Lesson 1: Arranging The Interview

Helena Glosova applied for a job as a data entry operator the week she finished her Manpower course. The following week the telephone rang.

Helena:	Hello.
Mrs. Wellman's Secretary:	Miss Helena Glosova, please.
Helena:	Speaking.
Secretary:	I'm calling for Mrs. Wellman of the Futura Computer Company. She'd like to interview you for the position of data entry operator. When could you come?
Helena:	Any day before three, if that's convenient for you.
Secretary:	Would Friday the 13th be okay?
Helena:	Yes, it would. What time?
Secretary:	How about 1:30?
Helena:	That's fine. So that's Friday the 13th at 1:30.
Secretary:	Right. Do you have our address?
Helena:	Yes ... 7296 Landon Way.
Secretary:	That's correct--just past the shopping centre.
Helena:	And who do I ask for?
Secretary:	Mrs. Wellman, the personnel officer.
Helena:	Wellman? How do you spell that?
Secretary:	W-E-L-L-M-A-N ... Wellman. So we'll see you later this week, Miss Glosova.
Helena:	Yes, Friday the 13th at 1:30. Maybe that will be my lucky day.
Secretary:	Maybe it will. Goodbye.
Helena:	Goodbye, and thank you.

If you are asked to come for an interview, it means the employer/personnel officer likes your qualifications.

➔ Answer these questions about the conversation on Page 190.

1. Which question tells Helena she has some choice in the time for the interview?

2. Which expression does Helena use in her answer that shows she is considerate and flexible?

3. How does Helena make sure she has the date and the time correct?

4. Why do you think Helena asks the caller to spell Mrs. Wellman's name?

5. If you were Helena, what is the first thing you would do after getting off the phone?

6. Helena doesn't have a car. What are two things she should do before the day of the interview?

Role Play

➔ It is Friday the 13th and you have just arrived at the receptionist's desk at the Futura Computer Company. You are the applicant for the data entry operator's position, and your partner is the receptionist.

You, the applicant, will

- -- greet the receptionist
- -- give the reason you're there
- -- give the name of the person you want to see
- -- give the time of your appointment
- -- thank the receptionist

Your partner, the receptionist, will

- -- greet you
- -- check the appointment book
- -- tell you that you are a bit early
- -- ask you to wait until Mrs. Wellman is free
- -- say you'll be called then

Lesson 2: Greeting And Getting Names Straight

Teacher's Copy

Transcript of tape to be used with exercise on page 194.

Paul Kennedy, the interviewer, meets Kristoff Kowalski, the job applicant.

Paul Kennedy: Mr. Kowalski? Paul Kennedy.

Kristoff Kowalski: Kenny?

Paul Kennedy: Kennedy. Paul is fine. Just have a chair. Do they call you Kris for short?

Kristoff Kowalski: No, it's Kristoff, Mr. Kennedy.

Paul Kennedy: O.K. ... Kristoff ... let's see what we've got here.

Student's Copy

➔ Listen to the short conversation between the interviewer, Mr. Kennedy, and the applicant, Kristoff Kowalski. You may want to hear it several times. Answer the questions.

1. Kristoff doesn't get Mr. Kennedy's name correctly. How could he have avoided this?

____

____

____

____

2. How does Kristoff know that he can call Mr. Kennedy by his first name?

____

____

____

____

3. Kristoff doesn't say, "Paul"; he says, "Mr. Kennedy". Is he being impolite?

____

____

____

____

4. What does Mr. Kennedy say when he wants Kristoff to sit down?

____

____

____

Names

➔ Answer these questions.

1. If you're not sure you have heard a name correctly, what would you say?

2. If you are still not sure of the name, what would you call a man? A woman?

3. Should you ask a person to spell his name if you didn't get it the first time?

4. Do Canadians usually pronounce your name correctly? How do you feel when they don't?

5. If a person makes a mistake in pronouncing your name, and you want to correct him politely, what would you say?

Role Play

- -- Have a receptionist, an applicant and an interviewer. (Use your own names.)
- -- Have an office with a desk and two chairs.
- -- Have a short conversation between the receptionist and the applicant.
- -- Pay attention to the handshake, the introduction, how to get names straight, when to sit down, and so on.
- -- Try to sound natural.

TRY TO LEARN THE NAME OF YOUR INTERVIEWER AHEAD OF TIME. WRITE IT DOWN AND MAKE SURE YOU CAN PRONOUNCE IT.

Lesson 3: Making A Good First Impression

Vocabulary

-- crucial	... very important
-- outset	... the beginning
-- assess	... to judge, decide
-- sullen	... unfriendly, sour
-- aggressive	... quick to act, pushy
-- monotone	... flat, unchanging, always the same
-- assert	... to say with strong feeling
-- self-confidence	... feeling good about yourself, trusting yourself
-- conflict	... a difference

➡ Read the following paragraphs about "First Impressions".

The impression you make in the first few minutes of the interview is crucial. It has been estimated that most interviewers make their decision not to hire an applicant within the first five minutes. Obviously, then, you are not being judged, at the outset, on your qualifications for the job. Rather you are being assessed in terms of your appearance, attitude and manner.

Your attitude and manner--the way you walk into a room, the way you shake hands, whether you smile or look sullen or scared--all form part of the initial impression. If the employer senses that you aren't interested in the job, that you are overly aggressive or that you seem confused and disorganized, he will react negatively to you. The way you speak also forms part of the initial reaction. No matter what you say, if you say it in a dull, flat monotone or if you shout or speak very loudly, you will make a poor impression. If there is a conflict between what you say and how you say it, for example, if you assert that you are very interested in the job in a dull and leaden tone, people tend to believe the tone.

(continued, next page)

Lesson 3: Making A Good First Impression, cont'd.

Practically everyone is somewhat nervous in an interview situation. Interviewers don't expect you to be totally cool, calm and collected. They do expect, though, that you will try to control your nervousness and that you will show an attitude of confidence in your ability to do the job. If you don't believe in yourself, it is unlikely the interviewer will. Self-confidence is increased if you are well-prepared.

➡ Put always, usually, seldom or never in the blanks.

1. The decision not to hire an applicant is ______________ made at the beginning of the interview.
2. At first you are ____________ being judged on your appearance, manner and attitude.
3. If you speak in a dull, flat voice, you will ________________ make a poor impression.
4. If you say you are interested in the job in a quiet monotone voice, people _____________ believe you.
5. Interviewers ________________ expect you to be nervous.
6. If you don't believe in yourself, the interviewer ___________ will.
7. You will ______________ feel more confident if you have prepared for the interview.
8. It is _______________ wise to be well-prepared.

➔ The paragraphs about first impressions have some good suggestions for you to follow. List five of these. (Work in groups.)

Example

Try to look confident. Try not to look scared.

1. ____________________

____

2. ____________________

____

3. ____________________

____

4. ____________________

____

5. ____________________

____

Are there any other suggestions you want to add from your own experience?

____

____

> YOU WILL FEEL MORE CONFIDENT IF YOU HAVE TAKEN THE TIME TO PREPARE FOR THE INTERVIEW.

Lesson 4: Starting Off On The Wrong Foot

Read the story right through. Then reread it, underlining all the things John did wrong when he went for his first interview.

John came running into the office of the Doodle Noodle Company with his dog, Bubbles, right behind him. It was 3:10. Good, he was only a little late.

"Yes?", the receptionist asked.

"I'm ready for my interview," John said.

"Who with?"

"Oh ... I can't remember names. Isn't MY name in your book? Sonoff, John Sonoff."

"Yes, Mr. Sonoff, it's here. Three o'clock with Mr. Jim Williams," she said coolly.

"I'll go in now," John said, "because I have to leave in about twenty-five minutes."

"You'll have to wait while I check with Mr. Williams. You ARE late, you know."

"Thanks, lady."

The receptionist came back quickly.

"Mr. Williams will see you now. Please go right in."

"Good. Say -- keep an eye on my dog, please. Don't worry-- he won't bite."

John hoped the interviewer would be nicer than the receptionist. He quickly lit his last cigarette on the way to the office. Thank goodness he still had some gum in case he got nervous. He walked to the office that had Mr. Williams' name on the door. A man came towards him.

(continued next page)

Lesson 4: Starting Off ... , cont'd.

"Mr. Sonoff? I'm Jim Williams."

"Hi, Jim. Mind if I sit in this soft chair? I'm really beat ... from jogging, you know. That's why I'm still in my shorts. Got to keep fit, you know."

"Of course, Mr. Sonoff. Have you got a ... "

"Say, Jim, sorry to interrupt, but I've got to meet my girlfriend in twenty minutes, so ... think we could get on with it?"

"I think we can get this over with quickly," Mr. Williams answered in an icy tone.

➔ -- In groups, compare what you have underlined.

-- From the story, make a list of things John shouldn't have done.

Example: John shouldn't have taken his dog to the interview.

1. ____________________

____

2. ____________________

____

3. ____________________

____

4. ____________________

____

5. ____________________

____

Lesson 5: Understanding The Interviewer's Questions

Teacher's Copy

Most interview questions ask about the following:

a. work experience
b. education and training
c. what you know about the job
d. what you know about the company
e. personality, attitudes, values, interests
f. ability to get along with people
g. career, future goals

Discuss the meaning of each, if necessary.

Transcript of tape to be used with exercise on page 203.

(Listen to the questions, one by one.)

Which of the above categories does each question belong to?

1. What courses did you like best?
2. How long do you expect to work?
3. Could you describe your previous job?
4. Where do you see yourself in five or ten years?
5. Your friends ... how would they describe you?
6. What makes you think this is the job for you?
7. How come you applied to our company?
8. Would you name a couple of things that are important to you in a job?
9. Ever thought about taking more training?
10. Is job security more important to you than big raises?
11. What do you hope to learn on this job?
12. Tell me about your duties on your last job.
13. What kind of boss do you like best?
14. Any accomplishments you'd like to tell me about?
15. Are you a loner, or do you like being around people?

Listen to the questions again. This time, put the number of the question beside the right category.

Lesson 5: Understanding The Interviewer's Questions, cont'd.

Student's Copy

Most interview questions ask about the following:

a. work experience
b. education and training
c. what you know about the job
d. what you know about the company
e. personality, attitudes, values, interests
f. ability to get along with people
g. career, future goals

Discuss the meaning of each, if necessary.

➔ Listen to the questions on the tape, one by one. Make sure you understand what the question is about. Then decide which of the above categories each question belongs to. Some fit into more than one category. Write the number of the question beside the right category.

➔ Discuss

Why do you think Canadian employers are interested in your personality, attitudes and values?

How do you feel when personal questions are discussed?

A good interviewer can learn a lot about your personality without asking personal questions. How does he do this?

Your teacher will EITHER give you a copy of the questions
OR dictate them to you.

Practise answering them with a partner.

Lesson 6: Understanding Who Is Asking The Question

Teacher's Copy

Transcript of tape to be used with exercise on page 205.

Who is asking the question -- the interviewer or the applicant? Circle I for the interviewer and A for the applicant.

1. May I see your shop?
2. I'd like to know if there's a probation period.
3. Would you be willing to relocate?
4. Is this a new position?
5. There's a lot of repetition in this job. Think you could handle it?
6. Your English is a bit weak, isn't it?
7. Ever had an accident at work?
8. Is this a union shop?
9. How do you feel about working overtime?
10. What would you like to be doing ten years from now?
11. I'm interested in knowing how many employees you have.
12. Any questions you'd like to ask?
13. Is there an opportunity for advancement?
14. Why are you interested in working for our company?
15. I'd like to know if you have any training programs.
16. Why did you leave your last job?
17. Would you mind describing the duties of the job for me, please?
18. I see you spent some time in the army. Get any special training there?
19. Ever had a part-time job?
20. How long will you keep my application on file?

Lesson 6: Understanding Who Is Asking The Question, cont'd.

Student's Copy

➡ Who is asking the question -- the interviewer or the applicant? Circle I for the interviewer or A for the applicant.

1.	I	A
2.	I	A
3.	I	A
4.	I	A
5.	I	A
6.	I	A
7.	I	A
8.	I	A
9.	I	A
10.	I	A
11.	I	A
12.	I	A
13.	I	A
14.	I	A
15.	I	A
16.	I	A
17.	I	A
18.	I	A
19.	I	A
20.	I	A

Ask your teacher for a copy of the questions. In pairs, practise asking and answering the questions asked by the interviewer.

Lesson 7: Answering Difficult Questions

Part 1: The opener

Interviews often open with one of the following:

1. Tell me about yourself.
2. Describe your background for me.
3. What are your qualifications for this position?
4. Why should I hire you?

Many people have a problem with this type of question because they don't know what the interviewer expects. What information should they include in their answer?

The interviewer is interested in how well you understand the requirements for the job, how you feel you can meet these needs, and how good you are at "selling yourself". He wants to hear specific, relevant information presented in a clear, concise and interesting way. Be positive about yourself, is what he means.

Include related work experience, volunteer work, any job experience -- even part-time. Also mention your education and training and your best personal qualities -- in other words, your strengths.

➔ Think about how you would answer the four openers listed above. Talk over your ideas with another student. In pairs, practise asking and answering these openers.

If you find it difficult to speak about yourself, start with one of the following:

My boss used to say that ...
My friends say ...
I think I ...

Example:

> My boss used to say (that) I was dependable and eager to learn.

Part 2: Questions about your personal life

So you're a refugee from El Salvador. How did you escape?

It's hard for me to talk about that.
I'd prefer not to talk about that, if you don't mind.
I'd rather not say. (the least polite)

→ Practise the following difficult questions with a partner, using the answers given above, or give your own. Check out your answer with your teacher.

1. So you're one of the Polish seamen who jumped ship. What made you do it?
2. So you're alone in Canada. How is your family managing?
3. So you're from Iran. What do you think of the Ayatollah Khomeini?

Can you think of a question you would rather not answer?

____

____

____

____

____

____

IF YOU FEEL COMFORTABLE ABOUT ANSWERING THESE QUESTIONS, DO SO BRIEFLY. -

Part 3: Questions about your education and training

Interviewer: I see you didn't finish high school.

Applicant: I'm sorry about that now. I'm planning to go back to school.

I'm going to night school now.

I'm studying at home with books I got from the library.

➡ Practise in pairs.

Interviewer: I see you -- dropped out of university.

-- have no special training.

-- didn't get very good marks at school.

-- are having trouble with your English.

The applicant gives one of the replies listed at the top of the page, or adds his own.

Can you think of a difficult question you might be asked about your education or training?

____

____

____

How would you answer?

____

____

____

MANY CANADIANS FINISH THEIR EDUCATION OR TRAINING WHEN THEY ARE IN THEIR 40's, 50's, OR EVEN THEIR 60's.

Part 4: Questions about your experience or lack of it

➔ For each of the difficult questions below that apply to you, choose one of the answers given, or make up your own.

1. I notice that you have never worked before.
2. Your application form shows that you haven't worked for the past three years.
3. I see that you have done some volunteer work.
4. I seems from your resumé that the only work experience you have was in the army.
5. It seems from your resumé that you haven't done this particular job before.
6. Did you work only for your family?
7. So you have no Canadian experience.

Answers: You might find an answer in this list. If not, write your own. Remember to be specific.

1. I have other kinds of experience that would be helpful. For example, I ...
2. I had a lot of responsibility and learned many things. For instance, I ...
3. I worked as a volunteer doing ...
4. A lot of people were out of work because of the political situation.
5. I was in a refugee camp.
6. The work in my own country was similar, and I learn quickly.
7. I was going to school.
8. (Your answer) ____

   ____

   ____

Part 5: Questions about why you left your previous job

The most common reasons for leaving a job are:

- to go to a better job
- to go to another city or country
- to go back to school
- to have a baby

➡ But there are other reasons. What would you say if you were one of the people in the following situations? Work in small groups. Keep your answers short and direct.

1. Marya sewed very slowly because she didn't get the training on the power machine as she had been promised. Pay was on a piece work basis, so she never made much money. She quit after nine weeks.

2. Hoa was fired because he forgot to lock the restaurant door one night after closing up.

3. Miroslav quit his job as a painter's helper because the smell of paint made him sick.

4. Paz was let go because she couldn't get along with her boss and most days they had to work side by side.

5. Henri hurt his back badly when he was lifting some heavy pipes in the warehouse. After six weeks on Workers' Compensation he finally got back to work. However, he was so nervous about getting hurt again that he started dropping things. He felt like hiding whenever he saw the foreman coming. One day his boss suggested that he look for lighter work. Henri agreed.

Part 5: cont'd.

If you had a job before, why did you leave it?

____

____

____

____

____

____

ALWAYS GIVE A SHORT, HONEST ANSWER.
DON'T BLAME YOUR EMPLOYER OR OTHERS
IF YOU WERE FIRED.

Part 6: Questions about money

The employer doesn't ask about money unless he is interested in you. Before you can answer his question, there are several things you need to know:

1. How much money do I need to live on?
2. How much are other people in this job being paid?

Only you can answer the first question. But how do you find out what others in the same job are being paid?

1. Find someone doing this work, and ask.
2. If it's a union shop, call the union and ask.
3. Look at the want ads for a similar job and see the salary offered.
4. Check the job board at Manpower.
5. Look up Wage Rates, Salaries and Hours of Work, which can be found in most libraries.

➔ In pairs, practise these questions, using some of the answers below, or give your own.

Interviewer: What kind of salary do you expect?
are you looking for?
What are your expectations about salary?
How much do you expect to be paid?

Applicant: * The going rate.
Whatever others with my experience and education are being paid.
About $ XXXX per month (per hour, per day, per week)

* IF YOU CAN'T GET ANY INFORMATION, SAY "THE GOING RATE".

Lesson 8: Asking Questions Of The Interviewer

When the interviewer asks if you have any questions, it means the interview is almost over, so be brief. Ask questions that show you are interested in the company and know something about the job.

Questions are more polite if they are indirect. Use these patterns:

Would you tell me
I'm interested in knowing
I'd like to know
Would you mind telling me

what
if
how
when
why

Practise with a friend.
Ask about:

1. What kinds of machinery and tools the company uses.
2. How many employees the company has.
3. If the company offers any training.
4. What the future plans of the company are.
5. If there is a probation period.
6. How long the probation period is.
7. Why the position is vacant.
8. When the starting date is.
9. When you can expect to hear from the company. (This should be your last question.)
10. * If you could see where the work is being done.
11. (a question of your own.)

* This is a request. Use:

I wonder if I could + see
Would it be possible to + see

You can also use : May I see

HAVE SEVERAL GOOD QUESTIONS READY. BE BRIEF.

Lesson 9: Closing The Interview

Transcript of tape to be used with exercise on page 215.

Mr. Johnson has been interviewing Lydia Wong for a position as lab technician.

Mr. Johnson: Any further questions, Miss Wong?

Lydia Wong: No.

Mr. Johnson: That seems to be everything.

Lydia Wong: Yes.

Mr. Johnson: I can't think of anything else.

Lydia Wong: Neither can I.

Mr. Johnson: I've enjoyed talking to you.

Lydia Wong: I enjoyed the interview, too.

Mr. Johnson: You'll be hearing from us either way.

Lydia Wong: When do you think that will be?

Mr. Johnson: Within a couple of weeks.

Lydia Wong: I hoped it would be sooner. So ... a couple of weeks.

Mr. Johnson: That's right. Thank you for coming in... and ... goodbye, Miss Wong.

Lydia Wong: Thank you for your time, Mr. Johnson. 'Bye.

➔ Listen to the conversation between the interviewer, Mr. Johnson, and the applicant, Lydia Wong. He is trying to tell her politely that he has finished with the interview, but she doesn't catch on.

The following expressions used by Mr. Johnson should have told Lydia that it was time to leave:

-- Any further questions?
-- That seems to be everything.
-- I've enjoyed talking to you.
-- I can't think of anything else.
-- You'll be hearing from us.
-- Thank you for coming in.

Can you add any others from your experience?

____

____

____

____

____

But Mr. Johnson was saying 'time to go' in another way, too -- by using body language. During the conversation he:

-- closed his file folder,
-- looked at his watch,
-- straightened his papers,
-- kept touching his watch,
-- put things in his desk drawer,
-- and, finally, pushed his chair back from his desk.

BODY LANGUAGE IS INTERNATIONAL. LOOK FOR IT. USE IT, TOO.

Role Play

An interviewer is trying to close the interview, but the applicant doesn't catch on. Use the expressions and body language from the previous page, and anything else you can think of that says to the applicant, "It's time to go". The only thing that must be included in your role play is the applicant's saying: "Thank you for your time."

ALWAYS THANK THE INTERVIEWER FOR
HIS TIME.

Lesson 10: Evaluating The Interview

Part 1: Evaluation form

➔ Use this evaluation form in this lesson and/or in Lesson 12. Make sure you know what each category means.

Rate: very good -- satisfactory -- poor

Please check (✓) the appropriate box.

CATEGORY	very good	satisfactory	poor
1. Grooming, appropriate dress			
2. Personality, manner, self-confidence			
3. Communication skills			
4. Related work experience			
5. Related education, training			
6. Attitude to job, interest, enthusiasm			
7. Dependability, job stability			
8. Intelligence, alertness			
9. Career, future goals			

Part 2: A visit from a personnel officer

➔ Invite the personnel officer of a local company to class. Ask him to conduct a sample interview with a volunteer from the class, preferably someone with experience and/or training in the kind of work done by the interviewer's company.

Use the evaluation form from the previous exercise.

➔ Discuss your evaluation with your guest. Listen to his opinions about the interview. Then ask him any questions you might have about interviews. Use these structures:

1. How important is/are __________?
   Example: How important is Canadian experience?
2. How do you feel about __________?
   Example: How do you feel about resumés?
3. Do you know if ________________?
   Example: Do you know if interviewers like to be called by their first names?

If you can get the video tape, *Three Young Men, Three Young Women*, evaluate the three men and/or the three women who are interviewed. Use the evaluation form from this lesson. Discuss your ratings with the class.

Lesson 11: Knowing How To Act During An Interview

In an interview, should you

	YES	IT DEPENDS	NO
1. smoke?			
2. shake hands?			
3. call interviewers by their first names?			
4. not answer a question?			
5. speak your language?			
6. have a resumé on hand?			
7. bring a friend?			
8. have samples of your work?			
9. chew gum?			
10. wear jeans?			
11. say you don't understand?			
12. say you don't know?			
13. say, "My English is bad"?			
14. say you really need a job?			
15. be long-winded?			

➔ Discuss your answers in small groups. You don't have to agree on your answers, but if you put, "It depends", make sure you can explain why.

Lesson 12: Role Playing An Interview

One student is the applicant, the other, the interviewer.

INTERVIEWER	APPLICANT
Greeting, with name	Greeting, with name
Opening	Response
Work experience Education, training Knowledge of the job Personality, values, interests Getting along with other people Career, future goals	
	The job The company Machinery used Future training Probation period Date of notification
Closing remarks	Thanking the interviewer
Good-bye	Good-bye

➔ The interviewer may use the questions in Lessons 5 and 6. Evaluate this interview using the evaluation form given in Lesson 10.

Lesson 13: Following Up The Interview

Part 1: Following up with a letter

4176 Preposition Place,
Vancouver, B.C.
V80 9X8

March 7, 1983

Mr. Frank Yamada,
Personnel Manager,
Perfect Office Equipment,
1983 Green Street,
Vancouver, B.C.

Dear Mr. Yamada:

Yesterday you interviewed me for the position of Photocopier Technician. Thank you for giving me the opportunity to present my qualifications.

Many of the duties that you described are familiar to me. My training and experience will help me learn the rest quickly. The chance to get more training is important to me. I also like challenging work.

I am anxious to learn the results of your decision. Thank you again for considering my application.

Sincerely,

Peter Trudell

Peter Trudell

Lesson 13: Following Up The Interview, cont'd.

Part 2: Following up with a phone call

Transcript of tape to be used with exercise on page 223.

Teacher's Copy

Listen to the tape and answer the following questions:

-- When should you call an employer?

-- What are two possible explanations for an employer's silence?

Listen to the tape again, filling in the blanks. You may want to hear it several times.

A week or so after (1) the interview, or the day after (2) a decision was promised, you should (3) call the employer to find out (4) the results if you haven't heard (5) anything. Don't just assume that the (6) employer's silence means that you didn't (7) get the job. It may be (8) that the employer has not yet (9) made a decision. In a case (10) like this, your call may be (11) enough to tip the scales in (12) your direction. The employer could be (13) waiting for a response from the (14) first choice candidate before turning down (15) the other applicants. You may still (16) have a chance if the chosen (17) individual decides to reject the offer. (18) Even if you are turned down, (19) you are better off calling to (20) find out rather than wondering what (21) the silence means.

Lesson 13: Following Up The Interview, cont'd.

Part 2: cont'd

Student's Copy

➔ Listen to the tape and answer the following questions:

-- When should you call an employer?

-- What are two possible explanations for an employer's silence?

Listen to the tape again, filling in the blanks. You may want to hear it several times.

A week or so after _____1_____ interview, or the day after _____2_____ decision was promised, you should _____3_____ the employer to find out _____4_____ results if you haven't heard _____5_____. Don't just assume that the _____6_____ silence means that you didn't _____7_____ the job. It may be _____8_____ the employer has not yet _____9_____ a decision. In a case _____10_____ this, your call may be _____11_____ to tip the scales in _____12_____ direction. The employer could be _____13_____ for a response from the _____14_____ choice candidate before turning down _____15_____ other applicants. You may still _____16_____ a chance if the chosen _____17_____ decides to reject the offer. _____18_____ if you are turned down, _____19_____ are better off calling to _____20_____ out rather than wondering what _____21_____ silence means.

Check your answers as a class.

Part 2: cont'd.

Peter Trudell was interviewed for a position as Photocopier Technician on March 6. The next day he wrote a short thank you letter. When he had not heard from the company a week later, he called the interviewer, Frank Yamada.

Here is the beginning of that call, with two different answers to Peter's inquiry. Think about a response to each.

Interviewer: Frank Yamada, here.

Peter: Good morning, Mr. Yamada, this is Peter Trudell. You interviewed me for the position of Photocopier Technician last Monday. I was wondering if you had reached a decision yet.

Interviewer: (Reply A) Peter Trudell? ... Oh, yes, I remember you. No, we haven't made the final selection yet. You should be hearing from us by this Friday at the latest.

How would you reply to Mr. Yamada?

➔ Write a possible ending to this phone call.

- ask if you can call back if you haven't heard by this Friday.
- express interest in the job.
- use the interviewer's name when you say good-bye.

Applicant:

____

____

____

____

Part 2: cont'd.

Now, imagine that Peter had received a different reply.

Interviewer: Frank Yamada, here.

Peter: Good morning, Mr. Yamada, this is Peter Trudell. You interviewed me for the position of Photocopier Technician last Monday. I was wondering if you had reached a decision yet.

Interviewer: (Reply B) Trudell? ... Oh, yes, Peter. Yes, we have decided. We gave the job to a candidate who has * broader experience. I hope you will find something else soon. By the way, thanks for the letter you sent after the interview.

Write a possible ending to this call.

1. thank Mr. Yamada for his time.
2. ask how long the company will keep your application on file.
3. use the interviewer's name when you say good-bye.

Applicant:

Practise these phone calls with a partner. Try not to use your written answers.

> EVEN IF YOU ARE TURNED DOWN FOR A JOB,
> THANK THE INTERVIEWER FOR CONSIDERING YOU.

---

* broader experience experience with more equipment and/or situations

Lesson 14: Evaluating The Job Offer

Adib was a baker in Montreal before he came to Vancouver. Although he was trained in every kind of baking, he specialized in making bread and buns. He can decorate cakes beautifully, but he doesn't like doing it much.

He lives near Chinatown in an old, but clean, two bedroom apartment. He likes the location because he can get by without a car.

His wife works part-time in an Arabic restaurant on Friday and Saturday nights. Adib stays with their two children, nine-year old Oman and eleven-year old Hafiza, when his wife is at work, although he thinks they are now old enough to be on their own. His wife says she would worry about them being alone.

Adib's English is quite good, but not as fluent as his French, his "first" second language; of course, he prefers to use Arabic at home. His parents always used it at home, even when they came to Montreal, and his wife, whom he met on a trip to Lebanon, has never had a chance to study either English or French.

Adib has been offered two jobs as a baker and he doesn't know which one to accept. There are advantages and disadvantages to each.

Based on what you know about Adib, and the following information about the two jobs, what do you think he should do?

➔ Discuss this in pairs, then join with another pair to compare your decisions.

Adib's Two Job Offers:

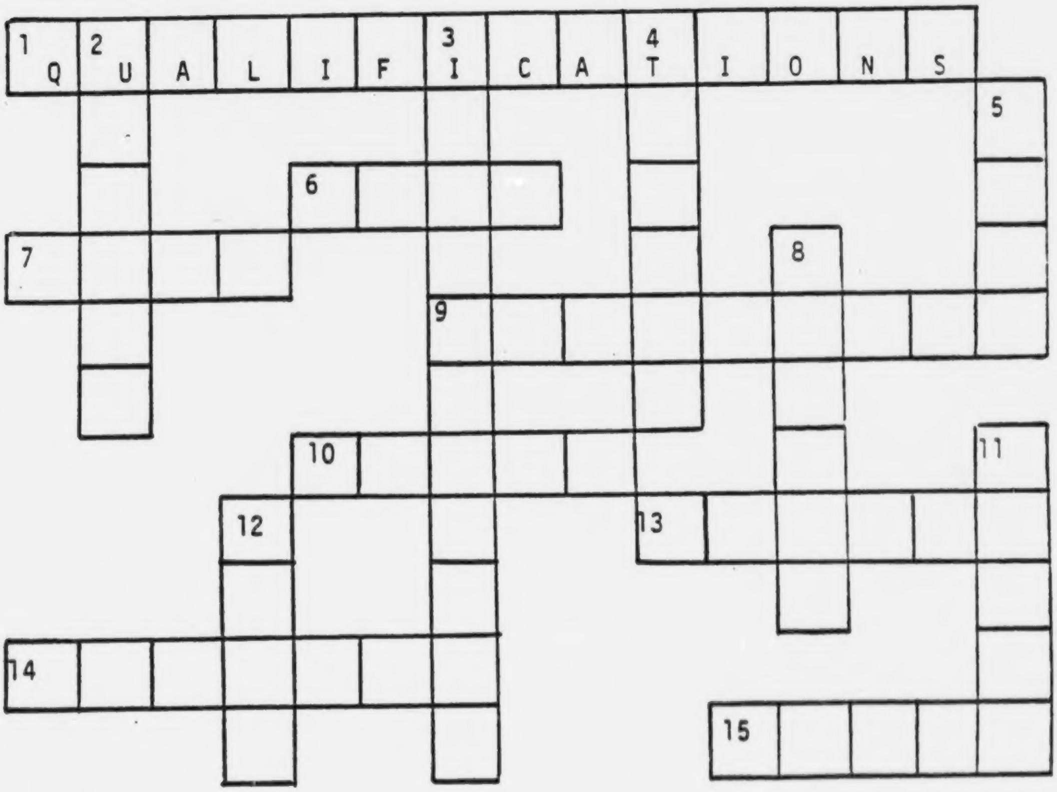
CATEGORY	JOB A	JOB B
PAY:	$8/hr. to start, then $9.00 after 6 mos. probation. About ten hrs. O.T. per month.	$7/hr. to start, then $8.00 after 2 mos. probation. About 4 hrs. O.T. per week.
HOURS:	6 a.m. to 10 a.m. 2 to 6 p.m. Mon.- Fri.	2 p.m. to midnight 4 days a week.
LOCATION:	Near Army and Navy. No parking.	Surrey. Free parking, bus, six blocks away.
BENEFITS:	No benefits. 2 weeks holiday.	Medical, dental, fully paid by employer. 3 weeks holiday.
CONDITIONS:	Small bakery. He'd be the only full-time baker. Would make bread, buns, pastries, and decorate cakes. Two part-time bakers.	Large bakery, where he'd only make bread and buns. 4 other bakers, some working day shift.
FUTURE PROSPECTS:	Owner says he can start ordering supplies when his English gets a bit better. Too small for a union. Big apartment bldg. going in next door.	Owner hopes to get McDonald's business. May become unionized in the coming year. Cake decorator is pregnant.
OTHER FACTORS:	Well established. In the same spot for 15 years. Has to teach owner's 19 yr. old daughter how to decorate cakes. Last full-time baker has just retired. Only English spoken.	In new shopping centre. Some stores not rented yet. Supplies some small restaurants and corner stores. Owner speaks French; another baker speaks Arabic.

Lesson 15: Reviewing Job-Related Vocabulary

The words below come from resumés, application forms, and want ads. One word on each line is different from the other three. Underline it. Be able to tell why it is different.

1.	degree	certificate	visa	diploma
2.	job	position	employee	opening
3.	hired	fired	laid off	let go
4.	trade	institute	vocational	technical
5.	remuneration	salary	wages	insurance
6.	applicant	manager	supervisor	boss
7.	handicap	health	disability	restriction
8.	prospective	previous	potential	future
9.	guarantee	advancement	promotion	raise
10.	separated	widowed	divorced	married
11.	surname	family name	initial	last name
12.	benefits	medical	dental	insurance
13.	move	relocate	transfer	transportation
14.	credit	bonus	overtime	shift premium
15.	dependable	reliable	flexible	conscientious
16.	enthusiastic	creative	energetic	lively
17.	Ms.	Miss	Mrs.	Mr.
18.	goal	objective	dream	need

Job Vocabulary Crossword



ACROSS:

1. education and experience (14)
6. charge, cost per hour, day (4)
7. supervisor, manager (4)
9. a person who may be asked about you (9)
10. the ability to do something well (5)
13. responsibilities (6)
14. use, like a machine (7)
15. a specific work time (5)

DOWN:

2. workers' groups (6)
3. person asking the applicant questions (11)
4. mechanic, plumber, etc. (6)
5. pay (4)
8. condition of your body (6)
11. help (5)
12. to give someone a job (4)

Where Does Each Word Belong?

➔ Put the words below into the correct group.

Put the four words left over into the last column.

Name the last category (group).

BENEFITS	SHIFTS	TRADES	BOSSES	

supervisor
drill
graveyard
sick leave
plumber
manager
carpenter

wrench
medical plan
mechanic
night
foreman
day
group insurance

file
pliers
dental plan
electrician
director
swing

TRANSLATED SUPPLEMENTARY MATERIAL

Translated Vocabulary From Application Forms

... Arabic p.233
... Chinese p.237
... French p.241
... Italian p.245
... Japanese p. 249
... Korean p. 253
... Laotian p.257
... Polish p.261
... Punjabi p.265
... Russian p. 269
... Serbo-Croatian p.273
... Slovak p.277
... Spanish p.281
... Vietnamese p.286

1. application for employment (employment application)	تقديم على وظيفة
2. Please print	كتب بخط واضح رجاءً
3. full name	الاسم الكامل
4. first name(s) (given name(s)) (Christian name)	الاسم الاول
5. middle name	الاسم الوسط
6. nickname (usual name)	-
7. initial	-
8. family name (last name) (surname)	اسم العائلة
9. maiden name	الاسم قبل الزواج
10. name of spouse (spouse's name)	اسم الزوج
11. address	العنوان
12. suite number (apartment number) (apt. no)	رقم الشقة
13. street	الشارع
14. city or town	المدينة
15. province	المحافظة
16. postal code	الرقم البريدي
17. present address	العنوان في الوقت الحاضر
18. former address	العنوان السابق
19. check one	أشر على واحدة
20. circle one	ارسم دائرة حول واحدة
21. Social Insurance Number (S I N)	رقم التأمين الاجتماعي ان وجد
22. marital status	الحالة الزوجية
23. single (s) (never married)	عازب
24. married (m)	متزوج
25. widow(er) (w) (widowed)	ارمل
26. separated (sep)	منفصل
27. divorced (d)	مطلقه
28. common-law	تعيش مع الشخص الاخر بدون زواج
29. home phone number (residence (res) phone number)	رقم التلفون
30. message phone number (alternate phone number)	رقم تلفون آخر إن وجد
31. business phone number	رقم التلفون في الوظيفة

	Arabic
32. age	العمر
33. date of birth (birth date)	تاريخ الولادة
34. place of birth (birth place)	محل الولادة
35. sex	الجنس
36. male (m)	ذكر
37. female (f)	انثى
38. height - metric and imperial	الطول - بالمتر واليارد
39. weight - metric and imperial	الوزن بالكيلو والباون
40. health problems	مشاكل بالصحة
41. physical disabilities	هل عندك عاهة
42. In case of emergency contact ____________	في حالة الطوارئ اتصل ب ....
(Person to notify in case of emergency _______)	
43. relationship	ما علاقة هذا الشخص بك
44. number of dependants (no. of dependants)	عدد الاشخاص الذين يعتمدون عليك؟
45. position applied for	الوظيفة التي تقدمت عليها او ستتقدم عليها
(What position are you applying for?)	
46. branch preferred	الفرع الذي تفضله
47. type of employment desired	نوع الوظيفة التي ترغبها
48. permanent	وظيفة دائمية
49. temporary	" موقتة
50. full-time	دوام كامل
51. part-time	دوام جزئي
52. casual	احياناً
53. Are you prepared to work anywhere in B.C.? (willing) (available)	هل انت مستعد للعمل اي مكان في كولومبيا البريطانية
54. Are you prepared to relocate? (willing) (available)	هل انت مستعد للتنقل
55. location preferred	ما هو المكان الذي تفضله
56. Are you prepared to work shifts? (willing) (available)	هل انت مستعد للعمل شفت (مثلاً ليلاً)

57. Are you prepared to work Saturdays? (willing) (available)	هل انت مستعد للعمل يوم السبت
58. Have you ever been employed by this company? (Were you previously employed by us?)	هل استخدمت من قبل هذه الشركة سابقا
59. date available	التاريخ الذي تكون فيه مستعد للعمل
60. salary expected	الراتب الذي ترغبه
61. Do you have a valid B.C. Driver's Licence? (Driver's Licence)	هل عندك اجازة سياقة في كولومبيا البريطانية
62. class	نوعها
63. citizenship status	ما هي جنسيتك
64. Canadian Citizen	هل انت متجنس بالجنسية الكندية
65. Landed Immigrant	ام تحمل هجرة
66. other	او غيرها
67. hobbies and other interests	ما هي هواياتك او اهتماماتك
68. special training or skills	هل عندك تدريب خاص
69. languages spoken	ما هي اللغات التي تتكلمها
70. languages written	ما هي اللغات التي تستطيع كتابتها
71. Are you a licenced journeyman tradesman or apprentice?	هل عندك اجازة للعمل ميكانيكي او كهربائي خياط؟ او خبرة بالزجاج ام انت متعلم الصنعة
72. machines operated (What machines can you operate?)	ما هي المكائن التي تستطيع العمل عليها
73. education	التعليم
74. elementary school	المدرسة الابتدائية
75. secondary school (high school)	المدرسة الثانوية
76. vocational	
77. technical	معهد تكنيكي
78. college	كلية
79. university	جامعة
80. location	المكان (العنوان)
81. grade completed	الشهادة كاملة !

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	Arabic
82. degree	الدرجة
83. certificate attained	الشهادة التي حصلت
84. Did you graduate?	هل تخرجت
85. year finished, 19__	السنة التي تخرجت بها ١٩ - -
86. period of attendance	الفترة التي كنت تدرس
(from ___ to ___)	الى
87. previous employment (employment record)	الأعمال السابقة
(employment history)	
88. List most recent first.	سجل الاعمال التي عملت بها ابتداءً من
(Begin with last employer)	آخر عمل أو آخر مستخدم.
89. start and finish (from____ to_____)	أت من الى
(period of employment)	
90. name of company (name of firm)	اسم الشركة
91. type of business	نوع العمل
92. name of supervisor	اسم رئيسك
93. duties (responsibilities)	واجباتك
94. describe work done	اوصف العمل الذي كنت تقوم به
95. position held (job) (title)	ما هو المنصب الذي كنت تشغله
96. final salary (final rate of pay)	آخر راتب
97. reason for leaving	سبب مغادرتك العمل
98. May we contact your present	هل نستطيع الاتصال برئيسك الحالي
employer for references?	للحصول على رسالة توصية.
99. additional information	هل عندك معلومات اضافية
100. references	رسائل توصية ؟
101. I certify that the information on	اقر بان المعلومات في هذه الاستمارة
this application is true.	صحيحة.
102. date	التاريخ - - -
103. signature (sign here)	توقيع
104. office use only	خاصة بالمكتب
105. Do not write below this line.	لا تكتب تحت هذا الخط.
106. post hiring data	

	Chinese
1. application for employment (employment application)	求職表
2. Please print	請用正楷填寫
3. full name	全名
4. first name(s) (given name(s)) (Christian name)	教名
5. middle name	正字
6. nickname (usual name)	綽号
7. initial	簡寫
8. family name (last name) (surname)	姓
9. maiden name	女子未婚前之姓氏
10. name of spouse (spouse's name)	配偶之姓名
11. address	地址
12. suite number (apartment number) (apt. no)	大廈住宅号碼
13. street	街名
14. city or town	城或鎮
15. province	省
16. postal code	郵區号碼
17. present address	目前住址
18. former address	以前住址
19. check one	請 ✓ 其中之一
20. circle one	請圈其中之一
21. Social Insurance Number (S I N)	做工卡号碼
22. marital status	婚姻狀況
23. single (s) (never married)	未婚
24. married (m)	已婚
25. widow(er) (w) (widowed)	寡居
26. separated (sep)	分居
27. divorced (d)	離婚
28. common-law	同居
29. home phone number (residence (res) phone number)	住家電話号碼
30. message phone number (alternate phone number)	通知電話号碼
31. business phone number	辦公電話号碼

	Chinese
32. age	年齡
33. date of birth (birth date)	出生日期
34. place of birth (birth place)	出生地點
35. sex	性別
36. male (m)	男
37. female (f)	女
38. height - metric and imperial	身高一公制及英制
39. weight - metric and imperial	体重一公制及英制
40. health problems	健康問題
41. physical disabilities	殘廢
42. In case of emergency contact ______________	若有意外，請通知
(Person to notify in case of emergency ________)	
43. relationship	關係
44. number of dependants (no. of dependants)	受贍養者
45. position applied for	所申請之職位
(What position are you applying for?)	
46. branch preferred	所選部門
47. type of employment desired	工作性質
48. permanent	永久
49. temporary	暫時
50. full-time	全工
51. part-time	半工
52. casual	臨時
53. Are you prepared to work anywhere in B.C.? (willing) (available)	你願意在卑詩省任 何地方工作嗎？
54. Are you prepared to relocate? (willing) (available)	你願意調職他處嗎？
55. location preferred	所選之工作地方
56. Are you prepared to work shifts? (willing) (available)	你願意做換班工作嗎，

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	Chinese
57. Are you prepared to work Saturdays? (willing) (available)	你願意星期六工作嗎？
58. Have you ever been employed by this company? (Were you previously employed by us?)	你曾受僱於本公司嗎
59. date available	何時可以開始工作
60. salary expected	所祈薪金
61. Do you have a valid B.C. Driver's Licence? (Driver's Licence)	你有有效卑詩省汽車駕駛 執照嗎？
62. class	駕駛執照種類
63. citizenship status	公民資格
64. Canadian Citizen	加拿大公民
65. Landed Immigrant	移民
66. other	其他
67. hobbies and other interests	嗜好及其他興趣
68. special training or skills	特別訓練或技術
69. languages spoken	能说之語言
70. languages written	能寫之語言
71. Are you a licenced journeyman tradesman or apprentice?	你有推鑽員或学徒執照
72. machines operated (What machines can you operate?)	能操作之机器
73. education	教育
74. elementary school	小学
75. secondary school (high school)	中学
76. vocational	職業学校
77. technical	工專
78. college	大專
79. university	大学
80. location	地址
81. grade completed	完成班級

	Chinese
82. degree	学位
83. certificate attained	所得文憑
84. Did you graduate?	曾否畢業
85. year finished, 19__	畢業時間 19__
86. period of attendance	在校時間
(from ___ to ___)	
87. previous employment (employment record)	以前職業
(employment history)	
88. List most recent first.	先列最後之職業
(Begin with last employer)	
89. start and finish (from___ to_____)	由 ___ 至 ___
(period of employment)	
90. name of company (name of firm)	任職机関名称
91. type of business	業務種類
92. name of supervisor	主任姓名
93. duties (responsibilities)	職責
94. describe work done	工作内容
95. position held (job) (title)	職位
96. final salary (final rate of pay)	離職時之薪金
97. reason for leaving	離職原因
98. May we contact your present	我們可以与你目前之僱主
employer for references?	联絡嗎？
99. additional information	備註
100. references	証明人
101. I certify that the information on	上述之資料乃屬实
this application is true.	
102. date	日期
103. signature (sign here)	簽名
104. office use only	本欄由本公司填寫
105. Do not write below this line.	勿寫在此線下
106. post hiring data	受僱後之資料

	French
1. application for employment (employment application)	demande d'emploi
2. Please print	écrire en lettres majuscules
3. full name	nom et prénoms
4. first name(s) (given name(s)) (Christian name)	prénom
5. middle name	deuxième nom
6. nickname (usual name)	sobriquet
7. initial	initiale
8. family name (last name) (surname)	nom de famille
9. maiden name	nom de jeune fille
10. name of spouse (spouse's name)	nom d'époux/épouse
11. address	adresse
12. suite number (apartment number) (apt. no)	numéro d'appartement
13. street	rue
14. city or town	ville ou municipalité
15. province	province
16. postal code	code postal
17. present address	adresse actuelle
18. former address	ancienne adresse
19. check one	cocher un
20. circle one	encercler un
21. Social Insurance Number (S I N)	Numéro d'Assurance Sociale
22. marital status	état civil
23. single (s) (never married)	célibataire
24. married (m)	marié(e)
25. widow(er) (w) (widowed)	veuf/veuve
26. separated (sep)	séparé(e)
27. divorced (d)	divorcé(e)
28. common-law	droit coutumier
29. home phone number (residence (res) phone number)	no. de téléphone du domici
30. message phone number (alternate phone number)	no. de téléph. pour messag
31. business phone number	no. de téléph. au travail

	French
32. age	âge
33. date of birth (birth date)	date de naissance
34. place of birth (birth place)	lieu de naissance
35. sex	sexe
36. male (m)	homme
37. female (f)	femme
38. height - metric and imperial	hauteur - métrique et brit
39. weight - metric and imperial	poids - métrique et britan.
40. health problems	problèmes de santé
41. physical disabilities	incapacités physiques
42. In case of emergency contact ______________	en cas d'urgence contacter
(Person to notify in case of emergency ________)	
43. relationship	lien de parenté
44. number of dependants (no. of dependants)	no. de personnes à charge
45. position applied for	emploi demandé
(What position are you applying for?)	
46. branch preferred	domaine préféré
47. type of employment desired	genre de travail souhaité
48. permanent	permanent
49. temporary	temporaire
50. full-time	à temps complet
51. part-time	à temps partiel
52. casual	intermittent
53. Are you prepared to work anywhere in B.C.? (willing) (available)	Est-ce que vous êtes prêt travailler n'importe où en C.-B?
54. Are you prepared to relocate? (willing) (available)	Est-ce que vous êtes prêt à déménager?
55. location preferred	lieu préféré
56. Are you prepared to work shifts? (willing) (available)	Est-ce que vous êtes prêt à travailler par roulement?

	French
57. Are you prepared to work Saturdays? (willing) (available)	Est-ce que vous êtes prêt à travailler le dimanche?
58. Have you ever been employed by this company? (Were you previously employed by us?)	Est-ce que vous avez déjà embauché par cette compagnie?
59. date available	date de votre disponibilité
60. salary expected	salaire espéré
61. Do you have a valid B.C. Driver's Licence? (Driver's Licence)	Est-ce que vous avez le permis de conduire valable en C.-B.
62. class	catégorie
63. citizenship status	statut de citoyenneté
64. Canadian Citizen	citoyen canadien
65. Landed Immigrant	immigrant reçu
66. other	autre
67. hobbies and other interests	passe-temps et autres intérêts
68. special training or skills	formation spécialisée et capacités pr
69. languages spoken	Quelles langues parlez-vous?
70. languages written	Quelles langues écrivez-vous?
71. Are you a licenced journeyman tradesman or apprentice?	Etes-vous manoeuvre détenteur de permi commerçant ou apprenti?
72. machines operated (What machines can you operate?)	Quelles machines faites-vous fonction
73. education	formation
74. elementary school	école primaire
75. secondary school (high school)	école secondaire
76. vocational	école professionnelle
77. technical	école technique
78. college	collège
79. university	université
80. location	lieu
81. grade completed	année terminée

	French
82. degree	diplôme
83. certificate attained	certificat obtenu
84. Did you graduate?	Avez-vous obtenu votre diplôme?
85. year finished, 19__	dernière année d'études
86. period of attendance (from ___ to ___)	période d'assistance
87. previous employment (employment record) (employment history)	emplois antérieurs
88. List most recent first. (Begin with last employer)	commencer par l'emploi le plus récent
89. start and finish (from____ to_____) (period of employment)	commencement et fin
90. name of company (name of firm)	nom de companie
91. type of business	genre d'activité
92. name of supervisor	nom du surveillant
93. duties (responsibilities)	fonctions
94. describe work done	décrivez le travail
95. position held (job) (title)	poste occupé
96. final salary (final rate of pay)	salaire final
97. reason for leaving	raison d'avoir quitté le travail
98. May we contact your present employer for references?	Pourrions-nous contacter votre employeur présent au sujet des références?
99. additional information	informations supplémentaires
100. references	références
101. I certify that the information on this application is true.	J'atteste que les informations dans la présente formule sont véridiques.
102. date	date
103. signature (sign here)	signature
104. office use only	réservé à l'administration
105. Do not write below this line.	Ne pas écrire au-dessous de cette li
106. post hiring data	informations après l'embauche

	Italian
1. application for employment (employment application)	richiesta di lavoro
2. Please print	scrivere in stampatello
3. full name	nome completo
4. first name(s) (given name(s)) (Christian name)	nome
5. middle name	secondo nome
6. nickname (usual name)	soprannome
7. initial	iniziali
8. family name (last name) (surname)	cognome
9. maiden name	cognome da nubile
10. name of spouse (spouse's name)	nome del coniuge
11. address	indirizzo
12. suite number (apartment number) (apt. no)	numero dell'appartamento
13. street	strada - via
14. city or town	citta'
15. province	provincia
16. postal code	codice postale
17. present address	indirizzo attuale
18. former address	precedente indirizzo
19. check one	segnare uno, riscontrare uno
20. circle one	fare un circolo attorno ad uno
21. Social Insurance Number (S I N)	Numero Assicurativo Sociale
22. marital status	stato maritale
23. single (s) (never married)	celibe o nubile (mai maritato)
24. married (m)	sposato
25. widow(er) (w) (widowed)	vedovo (a)
26. separated (sep)	separato (a)
27. divorced (d)	divorziato (a)
28. common-law	convivente
29. home phone number (residence (res) phone number)	numero telefonico di casa
30. message phone number (alternate phone number)	altro recapito telefonico
31. business phone number	numero telefonico del posto di lavoro - ufficio

	Italian
32. age	eta'
33. date of birth (birth date)	data di nascita
34. place of birth (birth place)	luogo di nascita
35. sex	sesso
36. male (m)	maschio
37. female (f)	femmina
38. height - metric and imperial	altezza -metrico e imperial
39. weight - metric and imperial	peso - metrico ed imperiale
40. health problems	salute fisica
41. physical disabilities	infermita' fisiche
42. In case of emergency contact ________________	In caso d'emergenza metters[illegible]i contatto
(Person to notify in case of emergency _________)	(Persona da chiamare in caso di necessita')
43. relationship	parentela o relazione
44. number of dependants (no. of dependants)	numero dei dipendenti
45. position applied for	posizione, incarico richiesto
(What position are you applying for?)	(Per quale posto fate la ri[illegible]hista
46. branch preferred	ramo preferito
47. type of employment desired	tipo di lavoro desiderato
48. permanent	permanente
49. temporary	temporaneo
50. full-time	tempo pieno
51. part-time	mezza giornata o parte
52. casual	saltuario
53. Are you prepared to work anywhere in B.C.? (willing) (available)	Siete disposto a lavorare dovunque nel B.C.? (desider (disponibi
54. Are you prepared to relocate? (willing) (available)	Siete disposto ad essere tr[illegible]-sferito? (desideroso) (disponibile)
55. location preferred	localita' preferita
56. Are you prepared to work shifts? (willing) (available)	Siete pronto a lavorare a turr (volente) (disponibile)

57. Are you prepared to work Saturdays?	Disposto a lavorare il sabato?
(willing)	(volente)
(available)	(disponibile)
58. Have you ever been employed by this company?	Ha gia' lavorato per questa dit
(Were you previously employed by us?)	E' stato precedentemente nostro dipenden
59. date available	data (quando) disponibile
60. salary expected	salario che si aspetta (richiesto)
61. Do you have a valid B.C. Driver's Licence?	Ha la patente valida per il B.C.?
(Driver's Licence)	(Numero della Patente di Guida)
62. class	classe
63. citizenship status	cittadinanza
64. Canadian Citizen	Cittadino canadese
65. Landed Immigrant	Certificato d'immigrante
66. other	altri
67. hobbies and other interests	passatempi ed altri interessi
68. special training or skills	corsi speciali seguiti o specializzazion
69. languages spoken	lingue parlate
70. languages written	lingue scritte
71. Are you a licenced journeyman	E' un operaio autorizzato,(specializzato
tradesman or apprentice?	artigiano o apprendista?
72. machines operated	macchine che sa usare
(What machines can you operate?)	(Quali macchinari e' capace di usare?)
73. education	istruzione
74. elementary school	scuola elementare
75. secondary school (high school)	scuola media superiore
76. vocational	professionale
77. technical	tecnica
78. college	pre-universitaria
79. university	universita'
80. location	localita'
81. grade completed	classe ultimata

	Italian
82. degree	laurea
83. certificate attained	certificati ottenuti
84. Did you graduate?	Ha ottenuto la laurea?
85. year finished, 19__	anno finito, 19__
86. period of attendance	periodo di frequenza
(from ___ to ___)	(dal _____ al _____)
87. previous employment (employment record)	precedente impiego(documentazione)
(employment history)	(passato lavorativo)
88. List most recent first.	Elencare il piu' recente per primo.
(Begin with last employer)	(Cominciare con l'ultimo datore di lavoro)
89. start and finish (from____ to_____)	cominciato e finito (dal ___ al___)
(period of employment)	(periodo dell'impiego)
90. name of company (name of firm)	nome della ditta o azienda (societa')
91. type of business	tipo di lavoro
92. name of supervisor	nome del sovraintendente
93. duties (responsibilities)	incarichi (responsabilita')
94. describe work done	descrivere il lavoro svolto
95. position held (job) (title)	posizione (lavoro) (titolo)
96. final salary (final rate of pay)	paga, stipendio finale (cifra del salario finale)
97. reason for leaving	motivi per aver lasciato l'impiego
98. May we contact your present	Possiamo metterci in contatto con il suo
employer for references?	attuale datore di lavoro per referenze?
99. additional information	ulteriori informazioni
100. references	referenze
101. I certify that the information on	Attesto che le informazioni date in questa
this application is true.	domanda di lavoro sono vere.
102. date	data
103. signature (sign here)	firma (firmare qui)
104. office use only	ad uso esclusivo dell'ufficio
105. Do not write below this line.	Non scrivere sotto questa linea
106. post hiring data	data dopo l'assunzione

	Japanese
1. application for employment (employment application)	職業申込書
2. Please print	活字で記入して下さい。
3. full name	姓名
4. first name(s) (given name(s)) (Christian name)	なまえ
5. middle name	真中のなまえ
6. nickname (usual name)	ニックネーム
7. initial	姓名の頭字
8. family name (last name) (surname)	家族の姓名
9. maiden name	結婚前の姓名
10. name of spouse (spouse's name)	配偶者の名前
11. address	住所
12. suite number (apartment number) (apt. no)	部屋番号
13. street	町名
14. city or town	市又は町名
15. province	州名
16. postal code	郵便番号
17. present address	現住所
18. former address	前住所
19. check one	(レ)チェック印をつける
20. circle one	丸印をつける
21. Social Insurance Number (S I N)	社会保険番号
22. marital status	結婚の身分
23. single (s) (never married)	独身
24. married (m)	結婚
25. widow(er) (w) (widowed)	未亡人．男やもめ
26. separated (sep)	別居
27. divorced (d)	離婚
28. common-law	同居
29. home phone number (residence (res) phone number)	家の電話番号
30. message phone number (alternate phone number)	連絡先の番号
31. business phone number	勤務先の番号

	Japanese
32. age	年令
33. date of birth (birth date)	生年月日
34. place of birth (birth place)	出生場所
35. sex	性
36. male (m)	男性
37. female (f)	女性
38. height - metric and imperial	身長ーメーターかフィート
39. weight - metric and imperial	重さーキログラムかポンド
40. health problems	健康問題
41. physical disabilities	身体的欠陥
42. In case of emergency contact ______	緊急時の連絡
(Person to notify in case of emergency ______)	
43. relationship	親族関係
44. number of dependants (no. of dependants)	扶養家族の数
45. position applied for	希望·職種
(What position are you applying for?)	
46. branch preferred	希望の支店(場所)
47. type of employment desired	職種のカテゴリー
48. permanent	長期採用
49. temporary	短期採用
50. full-time	毎日八時間
51. part-time	パート·タイム
52. casual	臨時採用
53. Are you prepared to work anywhere in B.C.? (willing) (available)	B.C.州内何処でも働けますか?
54. Are you prepared to relocate? (willing) (available)	配置転換することが出来ますか?
55. location preferred	希望場所
56. Are you prepared to work shifts? (willing) (available)	交代勤務時間が出来ますか?

57. Are you prepared to work Saturdays? (willing) (available)	土曜日に働くことが出来ますか？
58. Have you ever been employed by this company? (Were you previously employed by us?)	この会社に以前やとわれたことがありますか？
59. date available	いつから働けますか？
60. salary expected	望ましい給料
61. Do you have a valid B.C. Driver's Licence? (Driver's Licence)	B.C.州内有効の自動車免許書がありますか
62. class	免許の種類
63. citizenship status	市民権の身分
64. Canadian Citizen	カナダ市民
65. Landed Immigrant	移住者
66. other	その他
67. hobbies and other interests	趣味と興味
68. special training or skills	特殊技能或訓練
69. languages spoken	何処のことばが話せますか？
70. languages written	何処の国語が書けますか？
71. Are you a licenced journeyman tradesman or apprentice?	免許所有の熟練者ですか 或は見習工ですか
72. machines operated (What machines can you operate?)	どんな機械操作が出来ますか？
73. education	教育
74. elementary school	小学校
75. secondary school (high school)	高等学校
76. vocational	職業訓練学校
77. technical	技術工業学校
78. college	短大
79. university	大学
80. location	所在地
81. grade completed	終了学年

	Japanese
82. degree	学士号
83. certificate attained	証明書
84. Did you graduate?	卒業しましたか？
85. year finished, 19__	卒業年度、19——
86. period of attendance	就業期間
(from ___ to ___)	から —— まで ——
87. previous employment (employment record)	前就職先
(employment history)	
88. List most recent first.	最近の就職から順に記入して下さい.
(Begin with last employer)	
89. start and finish (from____ to_____	開始から 退職まで.
(period of employment)	
90. name of company (name of firm)	会社の名前
91. type of business	ビジネスの種類
92. name of supervisor	監督者の名前
93. duties (responsibilities)	職責
94. describe work done	仕事の内容
95. position held (job) (title)	どんな仕事に従事していたの？
96. final salary (final rate of pay)	最終の給料
97. reason for leaving	退職の理由
98. May we contact your present	現在の就職先に問合わせてもよろしい
employer for references?	
99. additional information	附加すべきインフォメーション
100. references	参考事項
101. I certify that the information on	ここに記入した申込書のインフォメーションは
this application is true.	事実であることを証明します.
102. date	日付
103. signature (sign here)	署名
104. office use only	事務所のみ使用
105. Do not write below this line.	この線より下記のらんは記入しないで下さ .
106. post hiring data	就職後のインフォメーション

	Korean
1. application for employment (employment application)	고용 신청서
2. Please print	인쇄체로 쓰시오.
3. full name	성명
4. first name(s) (given name(s)) (Christian name)	첫 이름 (보통 부르는 이름
5. middle name	가운데 이름
6. nickname (usual name)	별칭
7. initial	두자
8. family name (last name) (surname)	성(함)
9. maiden name	처녀때 성(함)
10. name of spouse (spouse's name)	배우자 이름
11. address	주소
12. suite number (apartment number) (apt. no)	방 번호 (아파트 방 번호
13. street	거리
14. city or town	도시
15. province	주
16. postal code	우편 번호
17. present address	현 주소
18. former address	전 주소
19. check one	하나에 체크 표시를 하
20. circle one	하나에 O 표를 하시오
21. Social Insurance Number (S I N)	소셜 인슈어런스 번호
22. marital status	결혼 관계
23. single (s) (never married)	독신
24. married (m)	기혼
25. widow(er) (w) (widowed)	미망인
26. separated (sep)	별거
27. divorced (d)	이혼
28. common-law	동거
29. home phone number (residence (res) phone number)	집 전화 번호
30. message phone number (alternate phone number)	다른 연락처 번호
31. business phone number	직장 전화 번호

	Korean
32. age	나이
33. date of birth (birth date)	생일
34. place of birth (birth place)	출생지
35. sex	성
36. male (m)	남
37. female (f)	녀
38. height - metric and imperial	키 - 미터 와 피트 인
39. weight - metric and imperial	몸무게 - 킬로그람 과 파운
40. health problems	건강 문제
41. physical disabilities	신체상의 불구
42. In case of emergency contact ________________	비상시에 연락처
(Person to notify in case of emergency __________)	
43. relationship	관계
44. number of dependants (no. of dependants)	부양 가족 수
45. position applied for	신청 직업
(What position are you applying for?)	
46. branch preferred	원하는 지점
47. type of employment desired	희망하는 고용 종류
48. permanent	영구직
49. temporary	임시직
50. full-time	풀 타임
51. part-time	파트 타임
52. casual	부를때만 가서 일하는 것
53. Are you prepared to work anywhere in B.C.? (willing) (available)	B.C.주 어디에서나 일할수
54. Are you prepared to relocate? (willing) (available)	딴지역으로 이사를 할수 있는가?
55. location preferred	원하는 지역
56. Are you prepared to work shifts? (willing) (available)	당번 교대제 일을 할수 있는가?

57. Are you prepared to work Saturdays?	토요일에 일할수 있는지?
(willing)	
(available)	
58. Have you ever been employed by this company?	이 회사에 고용된적이 있는지?
(Were you previously employed by us?)	
59. date available	일 시작 할수 있는 날자
60. salary expected	희망 하는 봉급액
61. Do you have a valid B.C. Driver's Licence?	B C 주 유효 운전 면허가 있는
(Driver's Licence)	
62. class	면허 종류
63. citizenship status	국적 상태
64. Canadian Citizen	캐나다 시민 권자
65. Landed Immigrant	이민
66. other	기타
67. hobbies and other interests	취미
68. special training or skills	특별한 기술이나 장기
69. languages spoken	말할수 있는 언어
70. languages written	쓸수 있는 언어
71. Are you a licenced journeyman	당신은 면허증이 있는 저니맨
tradesman or apprentice?	혹은 트레이즈맨 혹은 도제인
72. machines operated	사용할수 있는 기계
(What machines can you operate?)	
73. education	교육
74. elementary school	국민 학교
75. secondary school (high school)	중고등 학교
76. vocational	직업 학교
77. technical	기술 학교
78. college	초급 대학
79. university	종합 대학
80. location	장소
81. grade completed	어디까지 끝마쳤는가

	Korean
82. degree	학위
83. certificate attained	가지고 있는 자격증
84. Did you graduate?	대학을 졸업 했는지 ?
85. year finished, 19__	졸업 한 해 19__
86. period of attendance	수학 기간
(from ___ to ___)	
87. previous employment (employment record)	경력
(employment history)	
88. List most recent first.	최근것부터 차례로 드시오.
(Begin with last employer)	
89. start and finish (from____ to_____)	언제 시작해서 언제 까지
(period of employment)	
90. name of company (name of firm)	회사 이름
91. type of business	비지네스 종류
92. name of supervisor	수퍼바이저 이름
93. duties (responsibilities)	직책
94. describe work done	직무를 설명 하시요
95. position held (job) (title)	직위
96. final salary (final rate of pay)	마지막 봉급
97. reason for leaving	사직한 이유
98. May we contact your present	당신의 현 직장에 당신을
employer for references?	조회 해도 되는지 ?
99. additional information	덧붙일 만한 참고 사항
100. references	추천인 (보증인)
101. I certify that the information on	본인은 이 신청서에 기재한 사항
this application is true.	진실임을 증명 함
102. date	날자
103. signature (sign here)	서명
104. office use only	본사 사용란
105. Do not write below this line.	이 선 이하에는 쓰지 마시요.
106. post hiring data	과거에 이 직장에 고용된 적이 있으면 쓰시요

	Laotian
1. application for employment (employment application)	ຄຳຮ້ອງເພື່ອເຂົ້າສະໝັກງານ
2. Please print	ກະລຸນາ ພິມ
3. full name	ຊື່ເຕັມ
4. first name(s) (given name(s)) (Christian name)	ຊື່
5. middle name	ຊື່ກາງ
6. nickname (usual name)	ຊື່ຫລອມ
7. initial	ຊື່ອັກສອນຫຍໍ້ ຫຼື ລາຍເຊັນຫຍໍ້
8. family name (last name) (surname)	ນາມສະກຸນ
9. maiden name	ນາມສະກຸນກ່ອນແຕ່ງງານ
10. name of spouse (spouse's name)	ຊື່ຂອງຄູ່ສົມຣົສ. (ຜົວ ຫຼື ເມ
11. address	ທີ່ຢູ່
12. suite number (apartment number) (apt. no)	ນ້ຳເບີເຮືອນ
13. street	ຖະໜົນ
14. city or town	ເມືອງ
15. province	ແຂວງ
16. postal code	ກົດໄປສະນີ
17. present address	ທີ່ຢູ່ປະຈຸບັນ
18. former address	ທີ່ຢູ່ເກົ່າ
19. check one	ກວດເບິ່ງອັນນຶ່ງ
20. circle one	ຂີດວົງອ້ອມໃສ່ອັນນຶ່ງ
21. Social Insurance Number (S I N)	ນ້ຳເບີ ອິນເສີຣັນ (ຢູ່ໃນບັດຂະ
22. marital status	ຖານະຄອບຄົວ
23. single (s) (never married)	ໂສດ
24. married (m)	ແຕ່ງງານ
25. widow(er) (w) (widowed)	ເປັນໝ້າຍ
26. separated (sep)	ແຍກກັນຢູ່
27. divorced (d)	ປະຮ້າງກັນ
28. common-law	ຢູ່ນຳກັນໂດຍບໍ່ໄດ້ແຕ່ງງ
29. home phone number (residence (res) phone number)	ນ້ຳເບີທໍຣະສັບຢູ່ເຮືອນ
30. message phone number (alternate phone number)	ນ້ຳເບີທໍຣະສັບຂອງຜູ້ອື່ນທີ່ຈະໃຫ້
31. business phone number	ນ້ຳເບີທໍຣະສັບບ່ອນເຮັດວຽກ

Laotian

32. age	ອາຍຸ
33. date of birth (birth date)	ວັນເດືອນປີເກີດ
34. place of birth (birth place)	ທີ່ເກີດ
35. sex	ເພດ
36. male (m)	ຊາຍ
37. female (f)	ຍິງ
38. height - metric and imperial	ຄວາມສູງ ແມດທໍ່ໃດ
39. weight - metric and imperial	ນໍ້າໜັກ
40. health problems	ບັນຫາກ່ຽວກັບສຸຂພາບມີຫຍັງ
41. physical disabilities	ຮ່າງກາຍພິການ
42. In case of emergency contact ________	ໃນກໍລະນີສຸກເສີນ ຕິດຕໍ່ໃຜ
(Person to notify in case of emergency ________)	
43. relationship	ຍາດ ພີ່ ນ້ອງ
44. number of dependants (no. of dependants)	ຈຳນວນຜູ້ທີ່ຢູ່ໃນຄວາມຄຸ້ມຄອງ
45. position applied for	ເຈົ້າຈໍາຮ້ອງເຮັດວຽກນີ້ ໜ້າທີ່ໃດ
(What position are you applying for?)	
46. branch preferred	ພະແນກທີ່ມັກ ແມ່ນຫຍັງ
47. type of employment desired	ວຽກງານທີ່ຕັດສິນໃຈເຮັດຈະເຮັດແນ
48. permanent	ເຮັດຖາວອນ
49. temporary	ເຮັດຊົ່ວຄາວ
50. full-time	ເຮັດເວລາເຕັມ
51. part-time	ເຮັດນ້ອຍຊົ່ວໂມງ
52. casual	ເຮັດແບບບໍ່ເຕັມ
53. Are you prepared to work anywhere in B.C.? (willing) (available)	ເຈົ້າຢາກເຮັດໃນແຂວງ ບີ ຊີ ບໍ່?
54. Are you prepared to relocate? (willing) (available)	ເຈົ້າຢາກເຮັດບ່ອນໃໝ່ບໍ່?
55. location preferred	ບ່ອນໃດເຈົ້າມັກ
56. Are you prepared to work shifts? (willing) (available)	ເຈົ້າຢາກເຮັດປ່ຽນເວລາບໍ່? ເພາະວ່າ ອາທິດນີ້ເຮັດມື້ເຊົ້າ ອາທິດໜ້າເຮັດມື້ແລງ

57. Are you prepared to work Saturdays? (willing) (available)	ເຈົ້າຢາກເຮັດວັນເສົາບໍ່?
58. Have you ever been employed by this company? (Were you previously employed by us?)	ເຈົ້າເຄີຍເຮັດວຽກຢູ່ບໍລິສັດນີ້ບໍ່?
59. date available	ວັນທີ ທໍ່ໃດ ເຈົ້າສາມາດ ເຮັດ ວຽກ ໄດ້
60. salary expected	ເງິນເດືອນ ຢາກ ໄດ້ ທໍ່ ໃດ
61. Do you have a valid B.C. Driver's Licence? (Driver's Licence)	ເຈົ້າມີໃບຂັບຂີ່ ຢູ່ໃນ ບ.ຊີ ບໍ່?
62. class	ໃບຂັບຂີ່ ຫຼັງໃດ (ທັມມະດາແມ່ນ ຫຼັງ 5)
63. citizenship status	ຖານະ ທີ່ ເປັນ ພົລເມືອງ
64. Canadian Citizen	ເປັນ ພົນລະ ເມືອງ ການາດາ
65. Landed Immigrant	ເປັນຄົນເຂົ້າເມືອງ ທີ່ຈະ ມາຕັ້ງຖິ່ນຖານ ຢູ່ໃນ ການາ
66. other	ຫຼື ຢ່າງອື່ນ ເຊັ່ນ: ມາທ່ຽວ ຫລິ້ນ
67. hobbies and other interests	ສິ່ງໃດ ທີ່ເຈົ້າມັກ ແລະສົນໃຈ ຕົວຢ່າງ ກິລາ ຫຼື ການ ຫຼ
68. special training or skills	ວິຊາສະເພາະ ທີ່ເຈົ້າ ເປັນ
69. languages spoken	ພາສາທີ່ປາກໄດ້ ມີພາສາ ໃດ ແດ່
70. languages written	ພາສາທີ່ຂຽນ ໄດ້
71. Are you a licenced journeyman tradesman or apprentice?	ເຈົ້າເປັນ ຄົນງານ, ນາຍຊ່າງ ຫຼື ເປັນຄົນກຳ: ຝຶກງານ ບໍ່?
72. machines operated (What machines can you operate?)	ເຄື່ອງຈັກແນວໃດ ທີ່ ເຈົ້າສາມາດຄວບຄຸມ ຫຼື ແປ
73. education	ການສຶກສາ
74. elementary school	ປະຖົມ ສຶກສາ
75. secondary school (high school)	[illegible]
76. vocational	ວິຊາອາຊີບ
77. technical	ວິຊາຊ່າງ
78. college	[illegible]
79. university	ມະຫາວິທະຍາລ
80. location	ສະຖານທີ່ ຮຽນ ຢູ່ໃສ
81. grade completed	ຈົບ ຂັ້ນໃດ

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Laotian

82. degree	ລະດັບຊັ້ນການສຶກສາ
83. certificate attained	ໃບປະກາສະນີຍະບັດທີ່ໄດ້ຮັບ
84. Did you graduate?	ເຈົ້າໄດ້ຮັບຜົນສຳເລັດໃນການຮຽນບໍ່?
85. year finished, 19__	ຮຽນຈົບປີພັນເກົ້າຮ້ອຍທໍ່ໃດ
86. period of attendance	ຮຽນແຕ່ປີໃດຫາປີໃດ
(from ___ to ___)	
87. previous employment (employment record)	ໃບບັນທຶກການເຮັດວຽກຫລືວ່າ
(employment history)	ປະວັດຊ່ວງການເຮັດວຽກ.
88. List most recent first.	ເລີ່ມຕົ້ນບ່ອນເຮັດວຽກບ່ອນສຸດທ້າຍ
(Begin with last employer)	
89. start and finish (from____ to_____)	ເລີ່ມແຕ່ວັນທີທໍ່ໃດຫາວັນທີທໍ່ໃດ
(period of employment)	
90. name of company (name of firm)	ຊື່ຂອງບໍລິສັດ
91. type of business	ບໍລິສັດເຮັດຫຍັງ, ຜະລິດຫຍັງ
92. name of supervisor	ຊື່ຜູ້ຄຸມກົມງານ
93. duties (responsibilities)	ໜ້າທີ່ຮັບຜິດຊອບແມ່ນຫຍັງ
94. describe work done	ການເຮັດວຽກເປັນແນວໃດ
95. position held (job) (title)	ເຮັດວຽກຫຍັງ
96. final salary (final rate of pay)	ເງິນເດືອນຕອນສຸດທ້າຍມີໄດ້ທໍ່ໃດ
97. reason for leaving	ເປັນຫຍັງຈຶ່ງອອກການ
98. May we contact your present	ເຈົ້າຈະໃຫ້ພວກເຮົາຕິດຕໍ່ກັບນາຍເກົ່າ
employer for references?	ເຈົ້າບໍ່?
99. additional information	ຂໍ້ເພີ່ມເຕີມ
100. references	ອ້າງອີງ
101. I certify that the information on	ທຸກສິ່ງທຸກຢ່າງທີ່ຂອຍໄດ້ກ່າວມາຂ້າງ
this application is true.	ເທິງນີ້ເປັນຄວາມຈິງ
102. date	ວັນທີ
103. signature (sign here)	ລາຍເຊັນ
104. office use only	ຫ້ອງການໃຊ້ທໍ່ນັ້ນ
105. Do not write below this line.	ຫ້າມຂຽນແຖວລຸ່ມນີ້
106. post hiring data	ເຈົ້າປະກອບເອກະສານນີ້ກໍ່ຕໍ່ເມື່ອເຈົ້າຖືກຈ້າງຫຼັງຈາກນັ້ນ ແລ້ວທໍ່ນັ້ນ

	Polish
1. application for employment (employment application)	
2, Please print	Proszę druk
3. full name	Pelne imię i nazwisko
4. first name(s) (given name(s)) (Christian name)	Pierwsze imie i
5. middle name	Srednie imię
6. nickname (usual name)	Pseudonim
7. initial	Inicialy
8. family name (last name) (surname)	Nazwisko
9. maiden name	Panienskie imie(Nazwisko panen
10. name of spouse (spouse's name)	Nazwisko meża
11. address	Adres
12. suite number (apartment number) (apt. no)	Numer apartamentu
13. street	Ulica
14. city or town	Miasto albo miasteczko
15. province	Wojewódstwo,gmina
16. postal code	Cod Pocztowy
17. present address	Adres zameldowania
18. former address	Tymczasowy adres zameldowania
19. check one	Zaznacz (np.
20. circle one	Zakresl kolem
21. Social Insurance Number (S I N)	Numer dowodu osobistego
22. marital status	Stan cywilny
23. single (s) (never married)	Kawaler albo panna
24. married (m)	Żenaty
25. widow(er) (w) (widowed)	Wdowiec (a)
26. separated (sep)	Separacia
27. divorced (d)	Rozwiedziony (a)
28. common-law	Bez actu slubnego
29. home phone number (residence (res) phone number)	Numer telefonu domowego
30. message phone number (alternate phone number)	Numer telefonu częstego przyby
31. business phone number	Numer telefonu bisnesu(interes priwatne

	Polish
32. age	Wiek
33. date of birth (birth date)	Data urodzenia
34. place of birth (birth place)	Miejsce urodzenia
35. sex	Pleć
36. male (m)	Męskie
37. female (f)	Żenskie
38. height - metric and imperial	Wzrost metryczny i imperialny
39. weight - metric and imperial	Waga metryczny
40. health problems	wady zdrowia
41. physical disabilities	Wady fizychne
42. In case of emergency contact ________________	W naglym wypadku zawiwdomic jaka persone
(Person to notify in case of emergency ________)	
43. relationship	Stosunek wzajemny z tą persona
44. number of dependants (no. of dependants)	Ile osob na utrzymaniu(liczba)
45. position applied for	Na jakie stanowisko pracy składasz podani
(What position are you applying for?)	
46. branch preferred	Oddzial bardziej pożadany
47. type of employment desired	Rodzaj pracy pożadany
48. permanent	Trwaly
49. temporary	Prowizoryczny
50. full-time	Pełnoetapowy
51. part-time	Czesciowo (ponad godzinami)
52. casual	Przypadkowo
53. Are you prepared to work anywhere in B.C.? (willing) (available)	Zgodny pracowac gdziekolwiek w C
54. Are you prepared to relocate? (willing) (available)	Zgodny na zmianę miejsca zycia (przeprowa i
55. location preferred	Ulokowanie miejsca zycia pożądane
56. Are you prepared to work shifts? (willing) (available)	Zgodny pracować na zmiany

57. Are you prepared to work Saturdays? (willing) (available)	Zgodny pracować w sobotę
58. Have you ever been employed by this company? (Were you previously employed by us?)	Pracował kiedyś w tej kompanij
59. date available	Data do dyspozycji
60. salary expected	Zarobek przewidywany przypuszczalny
61. Do you have a valid B.C. Driver's Licence? (Driver's Licence)	Uzasadnione prawo jazdy w B.C.
62. class	Jakiej klasy
63. citizenship status	Obywatelstwo
64. Canadian Citizen	Obywatelstwo Canadskie
65. Landed Immigrant	Immigrant
66. other	Inne
67. hobbies and other interests	Hobby i inne zainteresowania
68. special training or skills	Specialna zaprawa lub zręcznosci
69. languages spoken	Języki oralne (mȯwione)
70. languages written	Języki pisemne
71. Are you a licenced journeyman tradesman or apprentice?	Czeladnik ,rzemieślnik lub uczeń
72. machines operated (What machines can you operate?)	Jakie maszyny umie obslugiwać
73. education	Wykształcenie
74. elementary school	Szkoła powszechna
75. secondary school (high school)	Liceum
76. vocational	Szkoła zawodowa
77. technical	Szkoła techniczna
78. college	Studium zawodowe po liceum
79. university	Uniwersytet
80. location	Lokacja
81. grade completed	Klasa ukoncżona

Polish

82. degree	Stopień naukowy
83. certificate attained	Swiadectwo otrzymane
84. Did you graduate?	Otrzymał dyplom (stopień naukowy)
85. year finished, 19__	Rok ukończenia
86. period of attendance (from ___ to ___)	Okres pobierania nauki
87. previous employment (employment record) (employment history)	Historia pracy
88. List most recent first. (Begin with last employer)	Opisywać od ostatniej pracy
89. start and finish (from____ to_____) (period of employment)	Zaczęl i skończył (od ______ do ________)
90. name of company (name of firm)	Imię fabryki lub zawodu
91. type of business	Rodzaj bisnesu
92. name of supervisor	Imiona nadzoru
93. duties (responsibilities)	Odpowiedzialność (pozycia)
94. describe work done	Opisać pracę
95. position held (job) (title)	Stanowisko
96. final salary (final rate of pay)	Suma ostatniego zarobku
97. reason for leaving	Przyczyna odęjscia
98. May we contact your present employer for references?	Czy możemy zwrucic sią o opinie z miejsca prac
99. additional information	Dodatkowe informacje
100. references	Referencji
101. I certify that the information on this application is true.	Potwierdzam że podane informacjie w tym zglosz są prawdziwe
102. date	Data
103. signature (sign here)	Podpis
104. office use only	Doużytku urzęduwego
105. Do not write below this line.	Nie pisać poniżej tej linji
106. post hiring data	Data po przyjęciu

	Punjabi
1. application for employment (employment application)	1 ਰੋਜ਼ਗਾਰ ਲਈ ਅਰਜ਼ੀ
2. Please print	2. ਕਿਰਪਾ ਕਰਕੇ ਪ੍ਰਿੰਟ ਕਰੋ
3. full name	3. ਪੂਰਾ ਨਾਮ.
4. first name(s) (given name(s)) (Christian name)	4 ਪਹਿਲਾ ਨਾਮ
5. middle name	5. ਵਿਚਕਾਰਲਾ ਨਾਮ
6. nickname (usual name)	6 ਉਪਨਾਮ
7. initial	7 ਨਾਮ ਦੇ ਪਹਿਲੇ ਅੱਖਰ
8. family name (last name) (surname)	8 ਪਰਿਵਾਰਕ ਨਾਮ
9. maiden name	9 ਕੁਆਰੇਪਨ ਦਾ ਨਾਮ
10. name of spouse (spouse's name)	10. ਪਤਨੀ/ਪਤੀ ਦਾ ਨਾਮ
11. address	11. ਐਡਰੈਸ
12. suite number (apartment number) (apt. no)	12 ਸੂਟ ਨੰਬਰ
13. street	13 ਸਟਰੀਟ
14. city or town	14. ਸ਼ਹਿਰ
15. province	15 ਸੂਬਾ
16. postal code	16. ਪੋਸਟਲ ਕੋਡ
17. present address	17 ਵਰਤਮਾਨ ਐਡਰੈਸ
18. former address	18. ਪਹਿਲਾ ਐਡਰੈਸ
19. check one	19. ਇੱਕ ਤੇ ਨਿਸ਼ਾਨ ਲਾਓ
20. circle one	20. ਇੱਕ ਤੇ ਚੱਕਰ ਲਾਓ
21. Social Insurance Number (S I N)	21. ਸੋਸ਼ਲ ਇਨਸ਼ੋਰੈਂਸ ਨੰਬਰ
22. marital status	22. ਵਿਆਹਕ ਦਰਜਾ
23. single (s) (never married)	23 ਕੁਆਰਾ.
24. married (m)	24 ਵਿਆਹਿਆ ਹੋਇਆ
25. widow(er) (w) (widowed)	25 ਰੰਡਾ/ਰੰਡੀ
26. separated (sep)	26 ਅਲੱਗ
27. divorced (d)	27 ਤਲਾਕ-ਸ਼ੁਦਾ
28. common-law	28 ਕਾਮਨ-ਲਾਅ
29. home phone number (residence (res) phone number)	29 ਘਰ ਦਾ ਫੋਨ ਨੰਬਰ
30. message phone number (alternate phone number)	30. ਸੁਨੇਹਾ ਦੇਣ ਵਾਲਾ ਫੋਨ ਨੰਬਰ
31. business phone number	31 ਬਿਜ਼ਨੈਸ ਫੋਨ ਨੰਬਰ

	Punjabi
32. age	32 ਉਮਰ
33. date of birth (birth date)	33. ਜਨਮ ਦੀ ਤਾਰੀਖ
34. place of birth (birth place)	34 ਜਨਮ ਸਥਾਨ
35. sex	35. ਲਿੰਗ
36. male (m)	36 ਪੁਲਿੰਗ
37. female (f)	37 ਇਸਤ੍ਰੀ ਲਿੰਗ
38. height - metric and imperial	38. ਉਚਾਈ - ਮੀਟ੍ਰਿਕ ਤੇ ਇਮਪੀਰੀਅਲ
39. weight - metric and imperial	39 ਭਾਰ – ਮੀਟ੍ਰਿਕ ਤੇ ਇਮਪੀਰੀਅਲ
40. health problems	40. ਸਿਹਤ ਸਮੱਸਿਆਵਾਂ
41. physical disabilities	41 ਸਰੀਰਕ ਅੰਗਹੀਣਤਾਈਆਂ
42. In case of emergency contact ________	42 ਐਮਰਜੈਂਸੀ ਦੀ ਹਾਲਤ ਵਿਚ ਸੰਪ.
(Person to notify in case of emergency ________)	
43. relationship	43 ਰਿਸ਼ਤੇਦਾਰੀ
44. number of dependants (no. of dependants)	44. ਆਸ਼੍ਰਿਤਾਂ ਦੀ ਗਿਣਤੀ
45. position applied for	45 ਕਿਸ ਅਹੁਦੇ ਲਈ ਅਰਜ਼ੀ
(What position are you applying for?)	
46. branch preferred	46. ਸ਼ਾਖਾ ਦੀ ਪਸੰਦ ਦੁਆਰਾ
47. type of employment desired	47. ਰੁਜ਼ਗਾਰ ਦੀ ਲੋੜੀਂਦੀ ਕਿਸਮ
48. permanent	48. ਸਥਾਈ/ਪੱਕੀ
49. temporary	49 ਆਰਜ਼ੀ
50. full-time	50. ਪੂਰਾ ਸਮਾਂ
51. part-time	51 ਪਾਰਟ-ਟਾਈਮ
52. casual	52 ਕੈਜ਼ੂਅਲ
53. Are you prepared to work anywhere in B.C.? (willing) (available)	53 ਕੀ ਤੁਸੀਂ ਬੀ.ਸੀ. ਵਿਚ ਕਿਤੇ ਵੀ ਕੰਮ ਕਰਨ ਲਈ ਤਿਆਰ ਹੋ ?
54. Are you prepared to relocate? (willing) (available)	54 ਕੀ ਤੁਸੀਂ ਹੋਰ ਕਿਸੇ ਥਾਂ ਤੇ ਜਾਣ ਲਈ ਤਿਆਰ ਹੋ ?
55. location preferred	55 ਸਥਾਨ ਦੀ ਪਸੰਦ ਦਾ
56. Are you prepared to work shifts? (willing) (available)	56. ਕੀ ਤੁਸੀਂ ਸ਼ਿਫਟਾਂ ਵਿਚ ਕੰਮ ਕਰਨ ਲਈ ਤਿਆਰ ਹੋ।

57. Are you prepared to work Saturdays? (willing) (available)	57 ਕੀ ਤੁਸੀਂ ਸਨਿੱਚਰਵਾਰ ਨੂੰ ਕੰਮ ਕਰਨ ਲਈ (ਤਿਆਰ ਹੋ?
58. Have you ever been employed by this company? (Were you previously employed by us?)	58 ਕੀ ਤੁਸੀਂ ਕਦੀ ਇਸ ਕੰਪਨੀ ਦੇ ਨੌਕਰ ਰਹੇ ਹੋ?
59. date available	59 ਨੌਕਰੀ ਤੇ ਆ ਸਕਣ ਦੀ ਮਿਤੀ
60. salary expected	60. ਲੋੜੀਂਦੀ ਤਨਖਾਹ
61. Do you have a valid B.C. Driver's Licence? (Driver's Licence)	61 ਕੀ ਤੁਹਾਡੇ ਕੋਲ ਬੀ.ਸੀ. ਦਾ ਡਰਾਈਵਿੰਗ ਲਾਈਸੰਸ -
62. class	62 ਕਲਾਸ
63. citizenship status	63. ਨਾਗਰਿਕਤਾ ਦਰਜਾ
64. Canadian Citizen	64. ਕਨੇਡੀਅਨ ਸ਼ਹਿਰੀ
65. Landed Immigrant	65. ਲੈਂਡਿਡ ਇਮੀਗਰੈਂਟ
66. other	66 ਹੋਰ
67. hobbies and other interests	67 ਸ਼ੁਗਲ ਅਤੇ ਹੋਰ ਰੁਚੀਆਂ
68. special training or skills	68. ਸਪੈਸ਼ਲ ਸਿਖਲਾਈ ਜਾਂ ਹੁਨਰ
69. languages spoken	69. ਬੋਲੀਆਂ ਜਾਣ ਵਾਲੀਆਂ ਬੋਲੀਆਂ
70. languages written	70. ਲਿਖਣ ਵਾਲੀਆਂ ਬੋਲੀਆਂ
71. Are you a licenced journeyman tradesman or apprentice?	71. ਕੀ ਤੁਸੀਂ ਲਾਇਸੰਸਦਾਰ ਦਾ ਕਾਰੀਗਰ/ਕਿਰਤੀ ਰਹੇ ਜਾਂ ਕਿ [illegible] ਅਪ੍ਰੈਂਟਸ ਰਹੇ ਹੋ!
72. machines operated (What machines can you operate?)	72. ਕਿਹੜੀਆਂ ਮਸ਼ੀਨਾਂ ਤੁਸੀਂ ਚਲਾ ਸਕਦੇ ਹੋ?
73. education	73. ਪੜ੍ਹਾਈ
74. elementary school	74. ਪ੍ਰਾਇਮਰੀ ਸਕੂਲ
75. secondary school (high school)	75 ਹਾਈ ਸਕੂਲ
76. vocational	76. ਵੋਕੇਸ਼ਨਲ
77. technical	77 ਟੈਕਨੀਕਲ
78. college	78. ਕਾਲਜ
79. university	79 ਯੂਨੀਵਰਸਿਟੀ
80. location	80 ਥਾਂ
81. grade completed	81. ਜਮਾਤਾਂ ਪੂਰੀਆਂ ਕੀਤੀਆਂ

82. degree	82. ਡਿਗਰੀ
83. certificate attained	83 ਸਰਟੀਫੀਕੇਟ ਪ੍ਰਾਪਤ ਕੀਤਾ
84. Did you graduate?	84 ਕੀ ਤੁਸੀਂ ਗ੍ਰੈਜੂਏਟ ਬਣੇ
85. year finished, 19__	85. ਸਾਲ ਜਿਸ ਵਿੱਚ ਪੂਰਾ ਕੀਤਾ 19—
86. period of attendance (from ___ to ___)	86 ਹਾਜ਼ਰੀ ਦਾ ਸਮਾਂ
87. previous employment (employment record) (employment history)	87 ਪਹਿਲਾਂ ਕੀਤੇ ਕੰਮ ਦਾ ਵੇਰਵਾ
88. List most recent first. (Begin with last employer)	88. ਸੱਭ ਤੋਂ ਪਹਿਲਾਂ ਤਾਜ਼ੀਆਂ ਨੌਕਰੀਆਂ
89. start and finish (from___ to_____) (period of employment)	89 ਸ਼ੁਰੂ ਤੇ ਖ਼ਤਮ
90. name of company (name of firm)	90 ਕੰਪਨੀ ਦਾ ਨਾਂ
91. type of business	91 ਬਿਜ਼ਨਿਸ ਦਾ ਪ੍ਰਕਾਰ
92. name of supervisor	92 ਸੁਪਰਵਾਈਜ਼ਰ ਦਾ ਨਾਂ
93. duties (responsibilities)	93. ਜ਼ਿੰਮੇਵਾਰੀਆਂ
94. describe work done	94. ਕੀਤੇ ਕੰਮ ਦਾ ਵੇਰਵਾ
95. position held (job) (title)	95. ਅਹੁਦਾ
96. final salary (final rate of pay)	96 ਪੂਰੀ ਤਨਖਾਹ ਦਾ ਰੇਟ
97. reason for leaving	97. ਕੰਮ ਛੱਡਣ ਦਾ ਕਾਰਨ
98. May we contact your present employer for references?	98. ਕੀ ਅਸੀਂ ਤੁਹਾਡੇ ਕੰਮ ਦੇ ਮੌਜੂਦਾ ਮਾਲਕ ਨੂੰ ਹਵਾਲੇ ਲਈ ਪੁੱਛ ਗਿੱਛ ਕਰ ਸਕਦੇ ਹਾਂ
99. additional information	99 ਹੋਰ ਜਾਣਕਾਰੀ
100. references	100 ਹਵਾਲੇ
101. I certify that the information on this application is true.	101 ਮੈਂ ਤਸਦੀਕ ਕਰਦਾ ਹਾਂ ਕਿ ਇਸ ਅਰਜ਼ੀ ਤੇ ਦਿੱਤੀ ਜਾਣਕਾਰੀ ਸੱਚੀ ਹੈ।
102. date	102. ਮਿਤੀ
103. signature (sign here)	103 ਦਸਤਖਤ
104. office use only	104 ਦਫ਼ਤਰ ਦੇ ਪ੍ਰਯੋਗ ਲਈ
105. Do not write below this line.	105 ਇਸ ਲਾਈਨ ਤੋਂ ਹੇਠਾਂ ਨਾ ਲਿਖੋ.
106. post hiring data	106 ਨੌਕਰੀ ਤੋਂ ਬਾਅਦ ਦਾ ਡਾਟਾ

	Russian
1. application for employment (employment application)	ПРОШЕНИЕ О РАБОТЕ
2. Please print	ПИШИТЕ ПЕЧАТНЫМ ШРИФТОМ
3. full name	ПОЛНОЕ ИМЯ И ФАМИЛИЯ
4. first name(s) (given name(s)) (Christian name)	ИМЯ
5. middle name	СРЕДНЕЕ ИМЯ
6. nickname (usual name)	ПРОЗВИЩЕ
7. initial	ИНИЦИАЛЫ
8. family name (last name) (surname)	ФАМИЛИЯ
9. maiden name	ДЕВИЧЬЯ ФАМИЛИЯ
10. name of spouse (spouse's name)	ИМЯ СУПРУГИ (А)
11. address	АДРЕС
12. suite number (apartment number) (apt. no)	НОМЕР КВАРТИРЫ
13. street	УЛИЦА
14. city or town	ГОРОД
15. province	ПРОВИНЦИЯ
16. postal code	ПОЧТОВЫЙ КОД
17. present address	НАСТОЯЩИЙ АДРЕС
18. former address	ПРЕЖНИЙ АДРЕС
19. check one	ПОМЕТКА (НАПР. V)
20. circle one	ПОМЁТКА КРУЖКОМ
21. Social Insurance Number (S I N)	НОМЕР СОЦИАЛЬНОЙ СТРАХОВ.
22. marital status	СОЦИАЛЬНОЕ ПОЛОЖЕНИЕ
23. single (s) (never married)	ХОЛОСТОЙ (АЯ)
24. married (m)	ЖЕНАТЫЙ (ЗАМУЖЕМ)
25. widow(er) (w) (widowed)	ВДОВЕЦ (А)
26. separated (sep)	РАЗЪЕДИНЁННЫЙ (АЯ)
27. divorced (d)	РАЗВЕДЕННЫЙ (АЯ)
28. common-law	БЕЗ ОФИЦИАЛЬНОЙ ЗАПИСИ
29. home phone number (residence (res) phone number)	ДОМАШНИЙ ТЕЛЕФОН
30. message phone number (alternate phone number)	ТЕЛЕФОН ДЛЯ ПЕРЕДАЧИ СООБЩЕНИЙ
31. business phone number	РАБОЧИЙ ТЕЛЕФОН

32. age	ВОЗРАСТ
33. date of birth (birth date)	ДАТА РОЖДЕНИЯ
34. place of birth (birth place)	МЕСТО РОЖДЕНИЯ
35. sex	ПОЛ
36. male (m)	МУЖСКОЙ
37. female (f)	ЖЕНСКИЙ
38. height - metric and imperial	РОСТ - МЕТРИЧЕСКИЙ И В ФУТАХ
39. weight - metric and imperial	ВЕС- МЕТРИЧЕСКИЙ И В ФУНТАХ
40. health problems	НЕДОМОГАНИЯ
41. physical disabilities	ФИЗИЧЕСКИЕ НЕДОСТАТКИ
42. In case of emergency contact ________________	ПРИ СРОЧНОМ СЛУЧАЕ СООБЩИТЬ
(Person to notify in case of emergency ________)	
43. relationship	РОДСТВО
44. number of dependants (no. of dependants)	КОЛИЧЕСТВО ИЖДЕВЕНЦЕВ
45. position applied for	НА КАКУЮ ДОЛЖНОСТЬ ПОДАЕТЕ ПРОШЕНИЕ ?
(What position are you applying for?)	
46. branch preferred	КАКУЮ ОТРАСЛЬ ПРЕДПОЧИТАЕТЕ ?
47. type of employment desired	ЖЕЛАЕМЫЙ ТИП РАБОТЫ
48. permanent	ПОСТОЯННАЯ
49. temporary	ВРЕМЕННАЯ
50. full-time	В ПОЛНОЙ МЕРЕ
51. part-time	НЕ В ПОЛНОЙ МЕРЕ
52. casual	СЛУЧАЙНАЯ
53. Are you prepared to work anywhere in B.C.? (willing) (available)	ГОТОВЫ ЛИ ВЫ РАБОТАТЬ В ЛЮБОМ МЕСТЕ БРИТАНСКОЙ КОЛУМБИИ ?
54. Are you prepared to relocate? (willing) (available)	ГОТОВЫ ЛИ ВЫ ПЕРЕМЕНИТЬ МЕСТО ЖИТЕЛЬСТВА ?
55. location preferred	ПРЕДПОЧИТАЕМОЕ МЕСТО
56. Are you prepared to work shifts? (willing) (available)	ГОТОВЫ ЛИ ВЫ РАБОТАТЬ В СМЕНАХ ?

57. Are you prepared to work Saturdays?	ГОТОВЫ ЛИ ВЫ РАБОТАТЬ ПО СУББОТАМ?
(willing) (available)	
58. Have you ever been employed by this company?	РАБОТАЛИ ЛИ ВЫ КОГДА-ЛИБО
(Were you previously employed by us?)	В ЭТОЙ ФИРМЕ?
59. date available	ДАТА ГОТОВНОСТИ ПРИСТУПИТЬ К РАБОТЕ
60. salary expected	ОЖИДАЕМЫЙ ЗАРАБОТОК
61. Do you have a valid B.C. Driver's Licence?	ОБЛАДАЕТЕ ЛИ ДЕЙСТВИТЕЛЬНЫМ
(Driver's Licence)	ВОДИТЕЛЬСКИМ ПРАВОМ В БРИТ. КОЛ.?
62. class	КАТЕГОРИЯ
63. citizenship status	ПОДДАНСТВО
64. Canadian Citizen	КАНАДСКОЕ ПОДДАНСТВО
65. Landed Immigrant	ИММИГРАНТ (КА)
66. other	ИНОЕ
67. hobbies and other interests	ЛЮБИМЫЕ ЗАНЯТИЯ И ДРУГИЕ ЗАИНТЕРЕСОВАННОСТИ
68. special training or skills	СПЕЦИАЛЬНАЯ ПОДГОТОВКА ИЛИ КВАЛИФИКАЦИЯ
69. languages spoken	УСТНОЕ ЗНАНИЕ ЯЗЫКОВ
70. languages written	ПИСЬМЕННОЕ ЗНАНИЕ ЯЗЫКОВ
71. Are you a licenced journeyman	ВЫ ПОДМАСТЕРЬЕ, РЕМЕСЛЕННИК ИЛИ УЧЕНИК
tradesman or apprentice?	
72. machines operated	КАКИЕ МАШИНЫ МОЖЕТЕ ОБСЛУЖИВАТЬ
(What machines can you operate?)	
73. education	ОБРАЗОВАНИЕ
74. elementary school	НАЧАЛЬНАЯ ШКОЛА
75. secondary school (high school)	СРЕДНЕЕ ОБРАЗОВАНИЕ
76. vocational	ПРОФЕСИОНАЛЬНОЕ
77. technical	ТЕХНИЧЕСКОЕ
78. college	КОЛЛЕДЖ
79. university	УНИВЕРСИТЕТ
80. location	МЕСТОНАХОЖДЕНИЕ
81. grade completed	ЗАКОНЧЕННЫЙ КЛАСС

	Russian
82. degree	СТЕПЕНЬ
83. certificate attained	ПОЛУЧЁННОЕ СВИДЕТЕЛЬСТВО
84. Did you graduate?	ПОЛУЧИЛИ ДИПЛОМ?
85. year finished, 19__	ГОД ОКОНЧАНИЯ, 19 —
86. period of attendance	ПРОДОЛЖИТЕЛЬНОСТЬ ПОСЕЩЕНИЯ (ОТ - ДО)
(from ___ to ___)	
87. previous employment (employment record)	ПРЕЖНИЕ РАБОТЫ
(employment history)	
88. List most recent first.	НАЧИНАЙТЕ ОПИСЫВАТЬ С ПОСЛЕДНЕЙ
(Begin with last employer)	
89. start and finish (from___ to_____)	НАЧАЛО И ОКОНЧАНИЕ (ОТ - ДО)
(period of employment)	
90. name of company (name of firm)	НАЗВАНИЕ ФИРМЫ
91. type of business	ТИП ПРЕДПРИЯТИЯ
92. name of supervisor	ИМЯ НАЧАЛЬНИКА
93. duties (responsibilities)	ОБЯЗАННОСТИ
94. describe work done	ОПИШИТЕ ПРОИЗВОДИМУЮ РАБОТУ
95. position held (job) (title)	ЗАНИМАЕМОЕ ПОЛОЖЕНИЕ
96. final salary (final rate of pay)	СУММА ПОСЛЕДНЕГО ЗАРАБОТКА
97. reason for leaving	ПРИЧИНА УХОДА
98. May we contact your present	МОЖЕМ ЛИ ОБРАТИТЬСЯ К НАСТОЯЩЁМУ
employer for references?	РАБОТОДАТЕЛЮ ЗА СПРАВКАМИ?
99. additional information	ДОБАВОЧНАЯ ИНФОРМАЦИЯ
100. references	РЕКОМЕНДАЦИИ
101. I certify that the information on	ПОДТВЕРЖДАЮ, ЧТО ИНФОРМАЦИИ, ДАННЫЕ В
this application is true.	ЭТОЙ АНКЕТЕ СООТВЕТСТВУЮТ ДЕЙСТВИТЕЛЬНОСТ
102. date	ЧИСЛО
103. signature (sign here)	ПОДПИСЬ
104. office use only	ТОЛЬКО ДЛЯ СЛУЖЕБНЫХ ЦЕЛЕЙ
105. Do not write below this line.	НЕ ПИСАТЬ ПОД ЭТОЙ СТРОЧКОЙ
106. post hiring data	ДАННЫЕ ПОСЛЕ ПРИЕМА НА РАБОТУ

	Serbo-Croatian
1. application for employment (employment application)	molba za zaposlenje
2. Please print	molim napisati štampanim slovima
3. full name	ime i prezime
4. first name(s) (given name(s)) (Christian name)	ime
5. middle name	srednje ime
6. nickname (usual name)	nadimak
7. initial	inicijal
8. family name (last name) (surname)	prezime
9. maiden name	devojačko prezime
10. name of spouse (spouse'S name)	ime supruge, supruga
11. address	adresa
12. suite number (apartment number) (apt. no)	broj stana
13. street	ulica
14. city or town	grad ili varoš
15. province	provincija
16. postal code	poštanski broj
17. present address	sadašnja adresa
18. former address	bivša adresa
19. check one	otkljucati
20. circle one	zaokružiti jedno
21. Social Insurance Number (S I N)	broj scialnog osiguranja
22. marital status	bračni stan
23. single (s) (never married)	neudata, neoženjen
24. married (m)	udata, oženjen
25. widow(er) (w) (widowed)	udovica, udovac
26. separated (sep)	rastavljen-a
27. divorced (d)	razveden-a
28. common-law	divlji brak
29. home phone number (residence (res) phone number)	tel. broj kod kuće
30. message phone number (alternate phone number)	tel. broj za poruke
31. business phone number	tel. broj na poslu

	Serbo-Croatian
32. age	starost
33. date of birth (birth date)	datum rođenja
34. place of birth (birth place)	mesto rođenja
35. sex	pol
36. male (m)	muški
37. female (f)	ženski
38. height - metric and imperial	visina - metrička i imperialna
39. weight - metric and imperial	težina - metrička i imperialna
40. health problems	zdravstvene poteškoće
41. physical disabilities	fizička onesposobljenost
42. In case of emergency contact ______________	u slučaju nužde kontaktira[illegible]i
(Person to notify in case of emergency ________)	
43. relationship	srodstvo
44. number of dependants (no. of dependants)	broj izdrzavanih člana porodice
45. position applied for	za koje mesto konkurisujete
(What position are you applying for?)	
46. branch preferred	prioritetna filijala
47. type of employment desired	koju vrstu zaposlenja želi[illegible]
48. permanent	stalno
49. temporary	privremeno
50. full-time	punovremeno
51. part-time	skraćeno radno vreme
52. casual	neredovno
53. Are you prepared to work anywhere in B.C.? (willing) (available)	pripravljeni ste raditi bilo gde u B.C?
54. Are you prepared to relocate? (willing) (available)	pripravljeni ste se preseliti?
55. location preferred	mesto koje više volite
56. Are you prepared to work shifts? (willing) (available)	pripravljeni ste raditi na smenu?

57. Are you prepared to work Saturdays? (willing) (available)	pripravljeni ste raditi subotom ?
58. Have you ever been employed by this company? (Were you previously employed by us?)	da li ste ikad bili zaposleni kod ovog preduzeća ?
59. date available	kada možete nastupiti rad ?
60. salary expected	očekivana plata
61. Do you have a valid B.C. Driver's Licence? (Driver's Licence)	imate li važeću vozačku dozvolu za B.C.?
62. class	koji razred
63. citizenship status	državljanstvo
64. Canadian Citizen	kanadski državljanin
65. Landed Immigrant	stalni useljenik
66. other	drugo
67. hobbies and other interests	hobiji i druga zanimanja
68. special training or skills	posebni zanat i veštine
69. languages spoken	koje jezike govorite?
70. languages written	koje jezike pišete?
71. Are you a licenced journeyman tradesman or apprentice?	da li ste trgovac na malo ili učenik s dozvolom?
72. machines operated (What machines can you operate?)	kojim mašinama rukovate?
73. education	vaspitanje
74. elementary school	osnovna škola
75. secondary school (high school)	srednja škola
76. vocational	srednja stručna skola
77. technical	tehnička skola
78. college	visoka škola
79. university	univerzitet
80. location	mesto
81. grade completed	završeni razred

	Serbo-Croatian
82. degree	akademski stepen
83. certificate attained	postićeno uverenje
84. Did you graduate?	diplomirali ste ?
85. year finished, 19__	koje godine, 19__
86. period of attendance (from ___ to ___)	razdoblje posećivanja škole
87. previous employment (employment record) (employment history)	prethodno zaposlenje
88. List most recent first. (Begin with last employer)	prvo nabrojati skorašnja zaposlenja
89. start and finish (from___ to_____) (period of employment)	početak i svršetak
90. name of company (name of firm)	ime preduzeća
91. type of business	vrsta posla
92. name of supervisor	ime nadzornika
93. duties (responsibilities)	dužnosti
94. describe work done	opišite vaš posao
95. position held (job) (title)	vaš položaj
96. final salary (final rate of pay)	konačna plata
97. reason for leaving	razlog za othod
98. May we contact your present employer for references?	možemo li kontaktirati vašeg sadašnjeg poslodavaca za preporuke?
99. additional information	naknadna informacija
100. references	preporuke
101. I certify that the information on this application is true.	potvrdujem da su podaci na ovoj molbi istiniti
102. date	datum
103. signature (sign here)	potpis
104. office use only	samo za kancelarijsku upotrebu
105. Do not write below this line.	ne pisati ispod ove crte
106. post hiring data	podaci posle zaposlenja

	Slovak
1. application for employment (employment application)	Žiadosť o.zamestnanie
2. Please print	Vyplň tlačeným písmom
3. full name	Meno a priezvisko
4. first name(s) (given name(s)) (Christian name)	Krstné meno
5. middle name	Druhé(zvyčajne krstné)meno
6. nickname (usual name)	Bežne užívané meno
7. initial	Iniciálky
8. family name (last name) (surname)	Priezvisko
9. maiden name	Dievčenske meno
10. name of spouse (spouse's name)	Meno manželky
11. address	Adresa
12. suite number (apartment number) (apt. no)	Číslo bytu
13. street	Názov ulice
14. city or town	Mesto
15. province	Provincia
16. postal code	Poštové smerovacie číslo
17. present address	Terajšia adresa
18. former address	Predošla adresa
19. check one	Zatrhni jedno
20. circle one	Zakrúžkuj jedno
21. Social Insurance Number (S I N)	Číslo sociálneho poistenia
22. marital status	Manželsky stav
23. single (s) (never married)	slobodný
24. married (m)	ženatý,vydatá
25. widow(er) (w) (widowed)	vdovec,vdova
26. separated (sep)	žijúci oddelene
27. divorced (d)	rozvedený
28. common-law	druh,družka
29. home phone number (residence (res) phone number)	domace číslo telefonu
30. message phone number (alternate phone number)	ine možné číslo t.(pre odk
31. business phone number	číslo telefónu do zamestna.

	Slovak
32. age	vek
33. date of birth (birth date)	Dátum narodenia(deň,mes.,r
34. place of birth (birth place)	Miesto narodenia
35. sex	Pohlavie
36. male (m)	mužske
37. female (f)	ženske
38. height - metric and imperial	výška v cm a inčoch
39. weight - metric and imperial	váha v cm a inčoch
40. health problems	zdravotné problémy
41. physical disabilities	fyzická neschopnosť
42. In case of emergency contact ______ (Person to notify in case of emergency ______)	Meno osoby s ktorou sa mož spojiť v prípade núdze
43. relationship	Príbuzenstvo
44. number of dependants (no. of dependants)	Počet závislých osob
45. position applied for (What position are you applying for?)	Pozícia(postavenie)ktoré žiadaš
46. branch preferred	Odvetvie ktoré uprednostňuje
47. type of employment desired	typ žiadaneho zamestnania
48. permanent	trvalé(stále)
49. temporary	dočasné(prechodné)
50. full-time	na celý úvázok
51. part-time	na čiastočný úvázok
52. casual	náhodilé
53. Are you prepared to work anywhere in B.C.? (willing) (available)	Si ochotný pracovať hocikde v B.C ?
54. Are you prepared to relocate? (willing) (available)	Súhlasiš so zmenou bydliska?
55. location preferred	Ktoré miesto uprednostňuješ?
56. Are you prepared to work shifts? (willing) (available)	Si schopný robiť na zmeny?

57. Are you prepared to work Saturdays? (willing) (available)	Si ochotný robiť v sobotu?
58. Have you ever been employed by this company? (Were you previously employed by us?)	Bol si niekedy zamestnaný v tejto spoločnosti?
59. date available	možný dátum nástupu
60. salary expected	očakávaná(predpokladaná)mzda
61. Do you have a valid B.C. Driver's Licence? (Driver's Licence)	máš vodičský preukaz platný v B.C?
62. class	Ktorú triedu?
63. citizenship status	Občianske postavenie
64. Canadian Citizen	Kanadský štátny občan
65. Landed Immigrant	Prisťahovalec do krajiny
66. other	Iné
67. hobbies and other interests	Hobby a iné záujmy
68. special training or skills	špecialný výcvik(školenie),zručnosť
69. languages spoken	Jazyky ktorými hovoríš
70. languages written	jazyky ktorými píšeš
71. Are you a licenced journeyman tradesman or apprentice?	Si obchodník(s licenciou),alebo učeň?
72. machines operated (What machines can you operate?)	Stroje ktorými možeš operovať
73. education	Vzdelanie
74. elementary school	Základna škola
75. secondary school (high school)	Stredná škola(Gymnázium,SVS...)
76. vocational	Stredná odborná škola
77. technical	Stredná odborná technická škola
78. college	Vyššia odborná škola,akadémia
79. university	Universita,Vysoká škola,Inštitút
80. location	miesto
81. grade completed	ukončený ročník

	Slovak
82. degree	stupeň ,akademická hodnosť
83. certificate attained	dosiahnutá kvalifikácia
84. Did you graduate?	Bol si promovaný?
85. year finished, 19__	rok ukončenia 19---
86. period of attendance (from ___ to ___)	doba štúdia (od - do)
87. previous employment (employment record) (employment history)	predchádzajúce zamestnanie
88. List most recent first. (Begin with last employer)	Zoznam zamestnaní za posledné obdobie (Začni od posledného)
89. start and finish (from___ to_____) (period of employment)	nástup a ukončenie(od - do) (dĺžka zamestnania)
90. name of company (name of firm)	názov spoločnosti,firmy
91. type of business	druh zamestnania
92. name of supervisor	meno priameho nadriadeného
93. duties (responsibilities)	pracovná zodpovednosť
94. describe work done	opíš prácu,ktorú si robil
95. position held (job) (title)	dosiahnuté postavenie
96. final salary (final rate of pay)	konečný plat
97. reason for leaving	dôvod odchodu
98. May we contact your present employer for references?	Môžeme sa spojiť s tvojím terajším zamestnávateľom a požiadať ho o záruky?
99. additional information	dalšie informácie
100. references	ručitelia
101. I certify that the information on this application is true.	Potvrdzujem,že všetky údaje uvedené v tejto prihláške,sú pravdivé.
102. date	Dátum
103. signature (sign here)	Podpis
104. office use only	Len pre úradné záznamy
105. Do not write below this line.	Nepíš pod túto čiaru.
106. post hiring data	Údaje po prijatí.(Vyplnia len prijatí uchádzači.)

1. application for employment (employment application)	Formulario de aplicación para trabajo.
2. Please print	Use imprenta
3. full name	Nombre completo
4. first name(s) (given name(s)) (Christian name)	Primer nombre
5. middle name	Segundo nombre
6. nickname (usual name)	Sobrenombre
7. initial	Iniciales
8. family name (last name) (surname)	Apellido de familia
9. maiden name	Apellido de soltera(o)
10. name of spouse (spouse's name)	Nombre del esposo
11. address	Dirección
12. suite number (apartment number) (apt. no)	Número de departamento o apartamento.
13. street	Calle
14. city or town	Ciudad
15. province	Provincia
16. postal code	Codigo postal
17. present address	Dirección actual
18. former address	Dirección previa
19. check one	marque
20. circle one	circule
21. Social Insurance Number (S I N)	Número de Seguridad Social
22. marital status	Estado Civil
23. single (s) (never married)	Soltera(o)
24. married (m)	Casada(o)
25. widow(er) (w) (widowed)	Viuda(o)
26. separated (sep)	Separada(o)
27. divorced (d)	Divorciada(o)
28. common-law	Juntados
29. home phone number (residence (res) phone number)	Número de teléfono de la ca
30. message phone number (alternate phone number)	Otro teléfono donde dejar recado.
31. business phone number	Teléfono comercial

	Spanish
32. age	Edad
33. date of birth (birth date)	Fecha de nacimiento
34. place of birth (birth place)	Lugar de nacimiento
35. sex	Sexo
36. male (m)	masculino
37. female (f)	femenino
38. height - metric and imperial	Altura, métrica e imperial
39. weight - metric and imperial	Peso, métrico e imperial
40. health problems	Problemas de salud
41. physical disabilities	incapacidades físicas
42. In case of emergency contact ________________	En caso de emergencia conta[illegible]
(Person to notify in case of emergency ________)	
43. relationship	Parentesco
44. number of dependants (no. of dependants)	Número de dependientes
45. position applied for	Aplica para la posición de:
(What position are you applying for?)	
46. branch preferred	Qué sucursal prefiere?
47. type of employment desired	Qué tipo de empleo desea?
48. permanent	Permanente
49. temporary	Temporario
50. full-time	De jornada completa
51. part-time	De media jornada
52. casual	Esporádico
53. Are you prepared to work anywhere in B.C.? (willing) (available)	Está preparado para trabajar en cualquier lugar de la Provincia de
54. Are you prepared to relocate? (willing) (available)	Está preparado a trasladarse a otro lugar
55. location preferred	Qué localidad prefiere?
56. Are you prepared to work shifts? (willing) (available)	Está preparado a hacer turnos?

57. Are you prepared to work Saturdays? (willing) (available)	Está preparado a trabajar los sábados?
58. Have you ever been employed by this company? (Were you previously employed by us?)	Ha trabajado para esta Companía antes?
59. date available	Fecha en que estaría dispuesto a comenzar.
60. salary expected	Qué salario espera?
61. Do you have a valid B.C. Driver's Licence? (Driver's Licence)	Tiene licencia de conductor válida para la Provincia de B.C.
62. class	Clase
63. citizenship status	Ciudadanía
64. Canadian Citizen	Ciudadano Canadiense.
65. Landed Immigrant	Inmigrante
66. other	Otro tipo de ciudadanía
67. hobbies and other interests	Hobbies y otros intereses.
68. special training or skills	Entrenamiento especializado u oficio.
69. languages spoken	Cuántas lenguas habla?
70. languages written	Cuántas lenguas escribe
71. Are you a licenced journeyman tradesman or apprentice?	Es Usted un obrero con licencia?
72. machines operated (What machines can you operate?)	Qué máquinas opera?
73. education	Educación
74. elementary school	Escuela elemental
75. secondary school (high school)	Escuela Secundaria
76. vocational	Escuela Vocacional
77. technical	Escuela Técnica
78. college	College
79. university	Universidad
80. location	Localidad
81. grade completed	Qué grado ha completado?

	Spanish
82. degree	Qué título ha obtenido?
83. certificate attained	Qué certificado ha obtenido?
84. Did you graduate?	Se ha graduado?
85. year finished, 19__	Cuándo terminó? 19....
86. period of attendance	Durante qué período ha asistido?
(from ___ to ___)	Desde.......Hasta.......
87. previous employment (employment record)	Empleos previos
(employment history)	
88. List most recent first.	Liste el trabajo más reciente primero
(Begin with last employer)	
89. start and finish (from____ to_____)	Fecha de comienzo y final
(period of employment)	
90. name of company (name of firm)	Nombre de la Companía
91. type of business	Tipo de actividad
92. name of supervisor	Nombre del Supervisor
93. duties (responsibilities)	Responsabilidades
94. describe work done	Describa el trabajo hecho
95. position held (job) (title)	Posición de trabajo
96. final salary (final rate of pay)	Ultimo pago
97. reason for leaving	Razones por las cuales haya dejado su trabajo
98. May we contact your present employer for references?	Podemos contactar su empleador presente para pedir referencias?
99. additional information	Información adicional
100. references	Referencias
101. I certify that the information on this application is true.	Certifico que la información presente en esta aplicación es verdadera
102. date	Fecha
103. signature (sign here)	Firma
104. office use only	Para uso exclusivo de la oficina
105. Do not write below this line.	No escriba debajo de esta línea
106. post hiring data	Información posterior a la contratación

	Vietnamese
1. application for employment (employment application)	Đơn Xin Việc Làm
2. Please print	Xin viết bằng chữ in hoa
3. full name	Tên và họ
4. first name(s) (given name(s)) (Christian name)	Tên
5. middle name	Tên ở giữa
6. nickname (usual name)	Tên thường gọi
7. initial	Tên viết tắt
8. family name (last name) (surname)	Họ
9. maiden name	Tên (trước khi lấy chồng)
10. name of spouse (spouse's name)	Tên người vợ
11. address	Địa chỉ
12. suite number (apartment number) (apt. no)	Số nhà, phòng
13. street	Đường
14. city or town	Thành phố hay thị xã
15. province	Tỉnh
16. postal code	Số mã khu vực bưu điện
17. present address	Địa chỉ hiện tại
18. former address	Địa chỉ cũ
19. check one	Đánh dấu một cái
20. circle one	Đóng khung một cái
21. Social Insurance Number (S I N)	Số Bảo Hiểm Xã Hội
22. marital status	Tình trạng hôn nhân
23. single (s) (never married)	Độc thân
24. married (m)	Đã kết hôn
25. widow(er) (w) (widowed)	Gỏa phụ
26. separated (sep)	Phân cư
27. divorced (d)	Ly dị
28. common-law	(Vợ chồng) sống chung
29. home phone number (residence (res) phone number)	Điện thoại ở nhà
30. message phone number (alternate phone number)	Điện thoại liên lạc
31. business phone number	Điện thoại chỗ làm việc

	Vietnamese
32. age	Tuổi
33. date of birth (birth date)	Ngày,tnáng,năm sanh
34. place of birth (birth place)	Nơi sanh
35. sex	giống
36. male (m)	Nam
37. female (f)	Nữ
38. height - metric and imperial	Bề cao - thước tay và thư
39. weight - metric and imperial	Cân nặng-cân tây và cân Anh
40. health problems	Vấn đề sức khỏe
41. physical disabilities	Tàn tật
42. In case of emergency contact ________________	Liên lạc lúc khẩn cấp
(Person to notify in case of emergency ________)	
43. relationship	Quan hệ
44. number of dependants (no. of dependants)	Số người nuôi dưỡng
45. position applied for	Xin chức vụ
(What position are you applying for?)	
46. branch preferred	Chi nhánh xin làm việc
47. type of employment desired	Loại chức vụ mong muốn
48. permanent	Vĩnh viễn
49. temporary	Tạm thời
50. full-time	Làm suốt
51. part-time	làm một phần thời gian
52. casual	Ngẫu nhiên
53. Are you prepared to work anywhere in B.C.? (willing) (available)	Quý vị chịu làm ở bất cứ nơi nào ở B.C. không ?
54. Are you prepared to relocate? (willing) (available)	Quý vị chịu di cư không ?
55. location preferred	Nơi mong muốn
56. Are you prepared to work shifts? (willing) (available)	Quý vị chịu làm việc từng phiên không ?

57. Are you prepared to work Saturdays? (willing) (available)	Quý vị chịu lãm Thứ Bẩy khỏng ?
58. Have you ever been employed by this company?	Quý vị đã từng lãm việc ở đây c
(Were you previously employed by us?)	
59. date available	Ngày bắt đầu lãm việc
60. salary expected	Tiền lương mong muốn
61. Do you have a valid B.C. Driver's Licence?	Quý vị có bằng lái xe tỉnh B.C.khô
(Driver's Licence)	
62. class	Loại
63. citizenship status	Quốc tịch
64. Canadian Citizen	Dân Gia-nã-Đại
65. Landed Immigrant	Di dân
66. other	Thứ khác
67. hobbies and other interests	Những giải trí vã hứng thú khác
68. special training or skills	Huấn luyện đặc biệt hay kỹ xảo
69. languages spoken	Ngôn-ngữ nói được
70. languages written	Ngôn ngữ biết viết
71. Are you a licenced journeyman	Quý vị có phải lã chuyên viên được
tradesman or apprentice?	hành nghề hay người học nghề ?
72. machines operated	Điều khiển loại máy gì ?
(What machines can you operate?)	
73. education	Hoc trình
74. elementary school	Tiểu Học
75. secondary school (high school)	Trung học
76. vocational	Trường dạy nghề
77. technical	Trường chuyên nghiệp
78. college	Đại học
79. university	Đại học
80. location	Địa chỉ
81. grade completed	Lớp học đã hoàn tất

	Vietnamese
82. degree	Văn bằng đại học
83. certificate attained	loại văn bằng muốn đạt
84. Did you graduate?	Quý vị đã tốt nghiệp chưa ?
85. year finished, 19__	Năm hoàn tất, 19
86. period of attendance (from ___ to ___)	Thời gian học
87. previous employment (employment record) (employment history)	Nghề nghiệp đã làm
88. List most recent first. (Begin with last employer)	Bắt đầu bằng nghề nghiệp gần nhất
89. start and finish (from____ to_____) (period of employment)	Lúc bắt đầu và lúc thôi việc
90. name of company (name of firm)	Tên công ty
91. type of business	Loại thương nghiệp
92. name of supervisor	Tên người quản lý
93. duties (responsibilities)	Chức vụ
94. describe work done	Kể việc đã làm
95. position held (job) (title)	Tên chức vụ
96. final salary (final rate of pay)	Lương bổng cuối cùng
97. reason for leaving	Lý do thôi việc
98. May we contact your present employer for references?	Chúng tôi có thể liên lạc với người chủ của quý vị hiện thời để lấy tài
99. additional information	Tài liệu bổ túc
100. references	Tham khảo
101. I certify that the information on this application is true.	Tôi chứng thực những tài liệu trên đơn xin này là đúng sự thật.
102. date	Ngày, tháng, năm
103. signature (sign here)	Ký tên
104. office use only	Phần dành riêng cho công ty
105. Do not write below this line.	Đừng biên dưới vạch này
106. post hiring data	Biên vào nơi đây sau khi được thu dụng

Translated Vocabulary From The Want Ads

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Chinese

TRANSLATED VOCABULARY FROM THE WANT ADS 分類廣告的用語(中文翻譯)

THE APPLICANT 申請人

ability	能力
accurate	正確
aggressive	有闖勁的
candidate	參加考試者
clean-cut	乾淨俐落
conscientious	盡責的
cooperative	合作的
creative	有創造力的
dependable	倚靠性的
disciplined	有紀律的
eager	熱切的
efficient	有效率的
energetic	精力充沛的
familiar with	熟悉....
flexible	易適應的
independent	獨立性的
individual	個別
intelligent	聰明的
interested in	有兴趣於....
mature	成熟
motivated	(激發性的
neat	整齐
(mechanically) ... oriented	(机械化的)....方向
organized	有組織的
patient	忍耐
punctual	準時
reliable	可靠的
resourceful	机智的
self-motivated	自動
successful	成功地
talented	有才幹
thorough	徹底
tidy	整潔
willing to	願意
well-groomed	修飾整齐美觀

APPLYING 申請時

apply in person	親身申請
apply in writing	書面申請
application	申請書
(please) contact	（請）接洽
interview	約見
please forward resume	請把履歷交來
for more information	需要更多資料
opening	空缺
position	職位
previous	以前的
reply stating experience	回覆時列出經驗
reply stating salary expected	回覆時列出所需薪金
salary / wages negotiable	薪金 / 工資從議

THE REQUIREMENTS 所需之條件

(experience) ... an asset	（經驗）.... 一種資本
background ... (in electronics)	資格 ....（电子學上的）
bondable	具担保的
certified	証明合格的
consideration given to ...	予以考慮
current ... (licence)	公認的 ....（執照）
grade 12	第十二級（即中學畢業程度）
journeyman	熟練工人
licenced	持有執照
(experience) ... a must	（經驗）.... 必需者
minimum ... (three years experience)	最低限度 ....（三年經驗）
(qualified mechanics) ... need only apply	（合格的技工）.... 方可申請
previous ...(experience)	以前的 ....（經驗）
preference given to ...	予以優先
qualified	合格的
required	需要的
skill	技能
skilled	熟練的
tradesman / tradesperson	商人 / 貿易者

Chinese

THE JOB 工作

(hours) ... to be arranged	（鐘數）....予以安排
apprentice	學徒
apprenticeship	學徒訓練
assemble / assembly	裝配／裝置
career	職業、前途
communicate / communication	交通、傳達／通訊
data (processing)	資料（步驟）
deliver / delivery	運送／傳遞
duties (include)	職務（包括）
fabricate / fabrication	偽造／偽造物
full time	全職
market / marketing	市場／推銷
operate / operation	推動／經營
part time	兼職
piece work	件工
produce / production	生產／產品
permanent	永久性的
temporary	暫時性的
training (pr0vided)	訓練（供給）
shift work	輪值工作
split shift	上下更
rotating shift	輪更
graveyard shift	夜更
short-term (basis)	短期（基本上）
long-term (basis)	長期（基本上）
supervise / supervision	督導／指導
ship / shipping	裝運／運輸
receive / receiving	收取／接收
working conditions	工作情況

THE COMPANY 公司、商行

administration	管理、行政
administrative	行政的
assembly	裝置、裝配、集合
commercial	商業的
corporation	公司
expanding	擴展
industry	工業
industrial	工業的
(Richmond) ... location	(列治文區).... 位置
manufacture	製造
manufacturing	生產
progressive	上進的、有進展的
retail	零售
wholesale	批發

THE BENEFITS 利益

advancement	擢陞
benefit package	全套利益
bonus	花紅
(sales) commission	(經紀) 佣金
dental plan	牙齒保健計劃
flexible hours	有彈性的鐘點
fringe benefits	優厚利益
incentive	鼓勵的
medical plan	醫療保健計劃
opportunity	機會
pension plan	退休金計劃
potential	內含的
profit-sharing	利潤的分享
promotion	昇職
.... provided	供應
remuneration	酬勞
rewards	獎勵
salary / wages ... according to experience	根據經驗而定
薪金 / 工資 ... depending on experience	視乎經驗而定
... commensurate with experience	與經驗相稱
salary / wages negotiable	薪金 / 工資從議

TRANSLATED VOCABULARY FROM THE WANT ADS

THE APPLICANT	LE CANDIDAT
ability	capacité, compétence
accurate	exact
aggressive	dynamique
candidate	candidat
clean-cut	soigné
conscientious	consciencieux
cooperative	coopératif
creative	créatif
dependable	digne de confiance
disciplined	discipliné
eager	enthousiaste
efficient	efficace
energetic	énergique
familiar with	au fait de ...
flexible	souple
independent	indépendant
individual	personne
intelligent	intelligent
interested in	qui s'intéresse a ...
mature	mûr
motivated	motivé
neat	soigné
(mechanically) ... oriented	qui possède une orientation (mécanique)
organized	organisé
patient	patient
punctual	ponctuel
reliable	sérieux
resourceful	ingénieux
self-motivated	motivé
successful	heureux en affaires
talented	doué
thorough	consciencieux
tidy	ordonné
willing to	disposé à ...
well-groomed	soigné

APPLYING	LA DEMANDE
apply in person	faire la demande en personne
apply in writing	faire la demande par ecrit
application	demande d'emploi
(please) contact	(veuillez) contacter
interview	entrevue
please forward resume	priere de faire parvenir curriculum vitae
for more information	pour de plus amples renseignements
opening	poste vacant
position	poste
previous	anterieur
reply stating experience	dans votre demande, faire mention de votre
reply stating salary expected	dans votre demande, faire mention du traitement
salary / wages negotiable	salaire, traitement a discuter

THE REQUIREMENTS	LES EXIGENCES
(experience) ... an asset	(expérience) ... un atout supplémentaire
background ... (in electronics)	formation ... (en électronique)
bondable	pouvant être cautionné
certified	qualifé
consideration given to ...	compte sera tenu de ...
current ... (licence)	(permis) ... valable
grade 12	12e année
journeyman	compagnon
licenced	qualifé
(experience) ... a must	(expérience) ... exigée
minimum ... (three years experience)	un minimum de ... (trois ans d'expérience)
(qualified mechanics) ... need only apply	seuls (les mécaniciens qualifé) peuvent se présenter
previous ... (experience)	(formation) antérieure
preference given to ...	priorité au ...
qualified	qualifé
required	exigé
skill	compétence thechnique
skilled	qualifé
tradesman / tradesperson	ouvrier

French

THE JOB	LE POSTE
(hours) ... to be arranged	(horaire) ... à discuter
apprentice	apprenti
apprenticeship	apprentissage
assemble / assembly	monter / montage
career	carrière
communicate / communication	communiquer / communication
data (processing)	(traitement des) données
deliver / delivery	livrer / livraison
duties (include)	les fonctions (comprennent)
fabricate / fabrication	fabriquer / fabrication
full time	à temps plein
market / marketing	marché / commercialisation, marketing
operate / operation	faire marcher, faire fonctionner / marche, fonctionnement
part time	à temps partiel
piece work	travail à la piece
produce / production	produire / production
permanent	permanent
temporary	temporaire, intérimaire
training (prOvided)	formation (sur place)
shift work	travail par équipes, par quarts
split shift	horaire brisé
rotating shift	équipe alternante, quart rotatif
graveyard shift	équipe de nuit, quart de nuit
short-term (basis)	à court terme
long-term (basis)	à long terme
supervise / supervision	surveiller / supervision
ship / shipping	expédier / service d'expédition
receive / receiving	recevoir / service de réception
working conditions	conditions de travail

THE COMPANY	LA SOCIETE
administration	direction
administrative	administratif
assembly	réunion
commercial	commercial
corporation	société, compagnie
expanding	un essor, en expansion
industry	industrie
industrial	industriel
(Richmond) ... location	situé à (Richmond)
manufacture	fabriquer
manufacturing	de fabrication
progressive	progressiste
retail	détail
wholesale	gros

THE BENEFITS	LES AVANTAGES SOCIAUX
advancement	avancement
benefit package	système d'avantages socieux
bonus	prime
(sales) commission	commission (sur les ventes)
dental plan	assurance dentaire, plan dentaire
flexible hours	horaire flexible
fringe benefits	avantages socieux
incentive	prime d'encouragement
medical plan	assurance médicale, plan médical
opportunity	occasion
pension plan	plan de pension
potential	potentiel
profit-sharing	participation aux bénéfices
promotion	promotion
.... provided	... fourni
remuneration	rémunération, traitement
rewards	retributions
salary / wages ... according to experience ... depending on experience ... commensurate with experience	salaire, traitement ...selon expérience
salary / wages negotiable	salaire, traitement à discuter

TRANSLATED VOCABULARY FROM THE WANT ADS

THE APPLICANT

ability	할수 있는 능력.
accurate	정확한
aggressive	활발한. 적극적인. 외향적인
candidate	후보자
clean-cut	맺고 끊는데가 분명한
conscientious	양심적인
cooperative	협동적인
creative	창의적인
dependable	믿고 의지 할수 있는
disciplined	훈련이 잘된
eager	열심
efficient	유능한
energetic	혈기 왕성한. 열심히 일하는
familiar with	--- 에 관해 잘 알고 있는
flexible	융통성 있는
independent	독립적인
individual	개인
intelligent	유식한
interested in	--- 에 관심이 있는
mature	성숙한. 어른 스러운
motivated	자발적인
neat	단정한
(mechanically) ... oriented	(기계류에) --- 밝은
organized	조직적인
patient	참을성 있는
punctual	시간을 잘 지키는
reliable	믿을 만한
resourceful	재치있는
self-motivated	자발적인
successful	성공적인
talented	재능이 있는
thorough	철저한
tidy	정돈된
willing to	...할 의사가 있는
well-groomed	용모가 단정한

APPLYING

apply in person	직접 찾아가 응모 할것
apply in writing	서면으로 응모 할것
application	구직신청서
(please) contact	연락을 취해 (주십시오)
interview	면접
please forward resume	이력서를 보내 주십시오
for more information	더 자세한 것을 알고 싶을 때는
opening	자리가 나있는
position	자리
previous	전의
reply stating experience	응모 할때 경력을 밝힐것
reply stating salary expected	요구하는 봉급을 밝힐것
salary / wages negotiable	봉급은 만나서 결정함

THE REQUIREMENTS

(experience) ... an asset	(경험) --- 유리한 조건이됨
background ... (in electronics)	경력 --- (전자계통에의)
bondable	보증할수 있는
certified	자격증이 있는
consideration given to ...	..을 고려함
current ... (licence)	유효한 ... (자격증)
grade 12	정규고교 3학년 (12학년)
journeyman	견습을 끝마친 기술자
licenced	자격증이 있는
(experience) ... a must	(경력) ... 이 꼭 있어야함
minimum ... (three years experience)	최소한 ... (3년의 경력이 필요)
(qualified mechanics) ... need only apply	(자격증이 있는 정비사만) ... 응모할것
previous ...(experience)	전의 ... (경력)
preference given to ...	...에 특혜를 준다
qualified	자격을 갖춘
required	요구되는
skill	기술
skilled	기술을 갖춘
tradesman / tradesperson	상[illegible]

THE JOB

(hours) ... to be arranged	(시간) ... 을 상호 결정 한다
apprentice	견습생
apprenticeship	견습제
assemble / assembly	조립하다 / 조립
career	직업 생활
communicate / communication	의사를 소통하다 / 의사 소통
data (processing)	자료처리 (컴퓨터에 의한)
deliver / delivery	배달 하다 / 배달
duties (include)	직책 (에 포함 된다.)
fabricate / fabrication	조립하다 / 조립
full time	풀타임 (하루 8시간 근무)
market / marketing	상품의 판로 / 판로 개척
operate / operation	기계를 조종하다 / 조종
part time	파트 타임 (시간제 일)
piece work	청부일 삯일
produce / production	제조 하다 / 제조
permanent	영구직
temporary	임시직
training (pr0vided)	훈련 (시킨다.)
shift work	주간 야간 조
split shift	두 조의 반반씩에 걸쳐 일하는 조
rotating shift	교대 조
graveyard shift	야간 조
short-term (basis)	단기 (체제)
long-term (basis)	장기 (체제)
supervise / supervision	감독 하다 / 감독
ship / shipping	발송 하다 / 발송
receive / receiving	수령하다 / 수령
working conditions	작업 조건

THE COMPANY

administration	행정
administrative	행정에 관한
assembly	조립
commercial	상업적인
corporation	회사
expanding	확장하는
industry	산업
industrial	산업상의
(Richmond) ... location	(리치몬드)...에 위치한
manufacture	제조 제작, 대량 생산하다.
manufacturing	제조하는, 생산하는
progressive	진보적인
retail	소매상
wholesale	도매상

THE BENEFITS

advancement	진급 승진
benefit package	특혜 조처 일람
bonus	상여금
(sales) commission	(판매) 거간비
dental plan	치과 치료비를 내주는 계획
flexible hours	일정적이 아닌, 융통성 있는 근무시간
fringe benefits	특별 급여
incentive	자극제
medical plan	의료비를 커버하는 계획
opportunity	기회
pension plan	퇴직금
potential	유망한
profit-sharing	이익을 분할하는
promotion	승진
.... provided	~..가 부여됨
remuneration	보수
rewards	보상
salary / wages ... according to experience	봉급 .. 경력에 따라 결정됨
... depending on experience	
... commensurate with experience	
salary / wages negotiable	봉급은 만나서 결정함

TRANSLATED VOCABULARY FROM THE WANT ADS - ແປຄຳສັບຈາກບ່ອນໂຄສະນາໃນໜັງສືພິມ.

THE APPLICANT ຜູ້ສະໝັກ.

ability	ຄວາມສາມາດ.
accurate	ແນ່ນອນ, ຣະມັດຣະວັງ.
aggressive	ເປີດກັນ, ມີປາກມີສຽງກັນ (ຂະຫຍັນ ຂັນແຂງ).
candidate	ຜູ້ຮັບສະໝັກ.
clean-cut	ຄົມຄາຍ (ບໍ່ມັກຂີ້ອາຍ).
conscientious	ມີສະຕິ, ຮອບຄອບ.
cooperative	ຮ່ວມມືກັນ, ມີຮຸ້ນສ່ວນນຳກັນ.
creative	ມີປະດິດຄິດແຕ່ງ.
dependable	ໄວ້ໃຈໄດ້.
disciplined	ເຮັດໃຫ້ມີຣະບຽບວິໄນ.
eager	ກະຕືລືລົ້ນ, ຢາກໄດ້ຢາກດີ.
efficient	ສາມາດ.
energetic	ແຂງແຮງ.
familiar with	ຄຸ້ນເຄີຍນຳ.
flexible	ອ່ອນແອ.
independent	ເປັນເຈົ້າຕົນເອງ, ເອກະລາດ.
individual	ບຸກຄົນ, ສະເພາະ, ເອກະຊົນ.
intelligent	ສະຫຼຽວສະຫຼາດ.
interested in	ມີຄວາມສົນໃຈ.
mature	ບັນລຸນິຕິພາວະ, ມີຄວາມເປັນຜູ້ໃຫຍ່ແລ້ວ.
motivated	ສະແດງການເຄື່ອນໄຫວ
neat	ສຸພາບ, ຄ່ອງແຄ້ວ.
(mechanically) ... oriented	ເໝາະສົມກັບເຄື່ອງຈັກ.
organized	ຈັດແຈງ.
patient	ອົດທົນ.
punctual	ຕົງຕໍ່ເວລາ.
reliable	ໄວ້ໃຈໄດ້.
resourceful	ມີສະຕິປັນຍາ
self-motivated	ເຮັດຕາມທີ່ໃຈໂຕເອງ.
successful	ສຳເຣັດຜົນ.
talented	ມີຄວາມສາມາດ.
thorough	ຕລອດ.
tidy	ສະອາດ, ຮຽບຮ້ອຍ.
willing to	ຕ້ອງການ.
well-groomed	ຮັບການດູແລເປັນຢ່າງດີ.

APPLYING ສະໝັກ.

apply in person - ສະໝັກດ້ວຍຕົນເອງ
apply in writing - ສະໝັກດ້ວຍການຂຽນ.
application - ໃບຄຳຮ້ອງ, ໃບສະໝັກ.
(please) contact - ເຊີນຕິດຕໍ່
interview - ສຳພາດ.
please forward resume - ກາຣຸນາເຣີດໄປກ່ອນ.
for more information - ເພື່ອໃຫ້ການອີກ.
opening - ເປີດຮັບ.
position - ຕຳແໜ່ງ, ໜ້າທີ່.
previous - ທີ່ຜ່ານມາ.
reply stating experience - ຕອບຮຽນ:ການຊຳນານວຽກ.
reply stating salary expected - ຕອບຄາດໝາຍຂອງເງິນເດືອນ.
salary / wages negotiable - ເງິນເດືອນ, ຄ່າຈ້າງທີ່ໄດ້ຕົກລົງກັນ.

THE REQUIREMENTS ຂໍ້ຮຽກຮ້ອງ.

(experience) ... an asset - ຄວາມຊຳນານໃນງົບປະມານ
background ... (in electronics) - ພື້ນຖານດ້ານເອເລັກໂຕຣນິກ.
bondable - ມີສັນຍາກັນ.
certified - ໄດ້ຢັ້ງຢືນ, ຮັບຮອງ.
consideration given to ... - ພິຈາຣະນາໃຫ້ແກ່.
current ... (licence) - ປ່ຽນແປງ (ໃບອະນຸຍາດ).
grade 12 - ຊັ້ນ 12.
journeyman - ກັມມະກອນ, ຄົນງານ
licenced - ໄດ້ອະນຸຍາດ.
(experience) ... a must - ຕ້ອງການຜູ້ຊຳນານງານ
minimum ... (three years experience) - ຊຳນານງານຢ່າງໜ້ອຍສາມປີ.
(qualified mechanics) ... need only apply - ຕ້ອງການຜູ້ທີ່ມີວຸດທິມາສະໝັກ.
previous ... (experience) - ຄວາມຊຳນານທີ່ຜ່ານມາ.
preference given to ... - ຄວາມຕ້ອງການໃຫ້ແກ່.
qualified - ມີວຸດທິພຽງພໍ, ສາມາດພຽງພໍ.
required - ຕ້ອງການ
skill - ຄວາມຊົນງານ.
skilled - ມີຄວາມຊົນງານ.
tradesman / tradesperson - ພໍ່ຄ້າ.

THE JOB ວຽກງານ , ທຸຣະກິດ .

(hours) ... to be arranged	-	ຈັດເວລາ.
apprentice	-	ຜູ້ຝຶກຫັດ
apprenticeship	-	ທີ່ຈະມີການຝຶກຫັດ.
assemble / assembly	-	ວຽກທີ່ມີການເຮັດຮ່ວມກັນ.
career	-	ອາຊີບ , ພັນລະກິດ.
communicate / communication	-	ຕິດຕໍ່ , ການຕິດຕໍ່ກັນ.
data (processing)	-	ຂໍ້ມູນ ຄວາມກ້າວໜ້າ.
deliver / delivery	-	ສົ່ງ , ນຳສົ່ງ.
duties (include)	-	ໜ້າທີ່ຕ່າງໆ.
fabricate / fabrication	-	ຜະລິດ - ການຜະລິດ.
full time	-	ວຽກເຕັມເວລາ (ຣມີດ່ຳກິດ).
market / marketing	-	ຕລາດສິນຄ້າ.
operate / operation	-	ດຳເນີນງານ.
part time	-	ວຽກບໍ່ເຕັມສ່ວນ (ບໍ່ເຕັມ ຣມີ).
piece work	-	ວຽກເປັນສ່ວນ
produce / production	-	ຜະລິດ, ຜົນຜະລິດ.
permanent	-	ຖາວອນ.
temporary	-	ບໍ່ຖາວອນ.
training (pr0vided)	-	ຝຶກຫັດໃຫ້.
shift work	-	ວຽກເປັນຕອນ.
split shift	-	ແບ່ງຕອນ.
rotating shift	-	ປ່ຽນຕອນ
graveyard shift	-	ຕອນໃກ້ແຈ້ງ (ທ່ຽງຄືນຮອດແຈ້ງ).
short-term (basis)	-	ຊ່ວງສັ້ນ , ຣະຍະສັ້ນ.
long-term (basis)	-	ຊ່ວງຍາວ , ຣະຍະຍາວ.
supervise / supervision	-	ຄວບຄຸມງານ.
ship / shipping	-	ຂົນສົ່ງ
receive / receiving	-	ຮັບເຄື່ອງ , ພະແນກພັສດຸ.
working conditions	-	ສະພາບວຽກງານ.

Laotian

THE COMPANY ບໍລິສັດ.

administration - ການປົກຄອງ

administrative . ກ່ຽວກັບການບໍລິຫານ.

assembly - ການຮ່ວມຊຸມນຸມ.

commercial - ກ່ຽວກັບການຄ້າຂາຍ.

corporation - ການຮ່ວມກັນເປັນບໍລິສັດ.

expanding . ຂະຫຍາຍຕົວ.

industry . ການອຸດສະຫະກັມ.

industrial - ກ່ຽວກັບການອຸດສະຫະກັມ.

(Richmond) ... location ສະຖານທີ່ຕັ້ງ (ຣິຊມອນ).

manufacture - ການຜລິດສິນຄ້າ.

manufacturing - ກ່ຽວກັບການຜລິດ.

progressive - ຈເຣີນຂຶ້ນ,

retail . ຂາຍປີກຍ່ອຍ. /

wholesale - ຂາຍຍົກ, ຂາຍສົ່ງ.

THE BENEFITS . ກໍາໄຣ, ຜົນປະໂຫຍດ.

advancement - ການກ້າວໜ້າ.

benefit package . ທີ່ມີປະກັນຄຸ້ມພາຍ.

bonus - ເງິນເພີ້ມ.

(sales) commission . ການສົ່ງສິນຄ້າ.

dental plan - ແຜນທັນຕະແພດ (ແຜນປະກັນແຂ້ວ)

flexible hours . ຊົ່ວໂມງທີ່ສມໍ່າສເມີ (ຕາມຫຼາຍໆ ຕາມຢ່າງ ໆ).

fringe benefits - ຂອງທີ່ມີປະກັນຄຸ້ມພາຍ.

incentive - ສິ່ງທີ່ລໍ້ໃຈ.

medical plan - ແຜນການແພດ.

opportunity - ໂອກາດ, ເວລາ.

pension plan - ແຜນລ້ຽງບໍານານ.

potential - ອາດຈະ/ເກີດຂື້ນໄດ້

profit-sharing - ແບ່ງປັນຜົນກໍາໄຣ

promotion - ການເລື່ອນຂັ້ນ, ການສົ່ງເສີມ.

.... provided - ຈັດຫາ.

remuneration - ຣາງວັນ, ຄ່າຈ້າງ

rewards . ຣາງວັນ, ໃຫ້ຣາງວັນ.

salary / wages ... according to experience
... depending on experience
... commensurate with experience
} ເງິນເດືອນ, ຄ່າຈ້າງຂຶ້ນກັບຄວາມຊໍານານງານ.

salary / wages negotiable - ເງິນເດືອນ, ຄ່າຈ້າງທີ່ໄດ້ຕົກລົງກັນ

TRANSLATED VOCABULARY FROM THE WANT ADS
SLOWNIK DO ODCZYTYWANIA ZGLOSZEN PRACY

THE APPLICANT	APLIKANT - POSZUKUJACY PRACY
ability	zdolność
accurate	dokładny
aggressive	wymagający
candidate	kandydat - ubiegający się
clean-cut	przyzwoity
conscientious	skrupulatny
cooperative	wspolpracujacy
creative	tworczy, uzdolniony
dependable	godny zaufania
disciplined	opanowany, zdyscy plinowany
eager	chetny, skory do
efficient	zaradny, sprawny
energetic	energiczny, ruchliwy
familiar with	obeznany
flexible	naddatny, zgodny
independent	samodzielny
individual	indyvidualny, poszczegolny
intelligent	inteligentny
interested in	zainteresowany, dazacy do
mature	rozsadny, dobitny
motivated	motywowany, chętny
neat	czysty, schludny, dokładny
(mechanically) ... oriented	orientujacy sie wrzeczach mechanicznych
organized	zaradnie urządzony, zorganizowany
patient	cierpliwy
punctual	punktualny
reliable	godny polegania
resourceful	rzutki, zaradny
self-motivated	niepotrzebujacy nadzoru
successful	udany, pomyslny, osiagajacy cel
talented	utalentowany
thorough	dokladny, pedantyczny
tidy	czysty, ogarniety
willing to	gotow na, zgadzajacy sie
well-groomed	dobrze ubrany, ładnie wygladajacy

APPLYING	ZLOZENIE PODANIA OPRACE
apply in person	stawić sie osobiście
apply in writing	zlożyc podanie pisemnie
application	podanie, zgłoszenie
(please) contact	proszę skontaktowac się z, stawic sie do
interview	wywiad, przegląd podania
please forward resume	proszę przysłac streszczenie kwalifikacji
for more information	dla osiagniecia szerszych informacji
opening	zapotrzebowanie, wolne miejsce
position	pozycja, stanowisko
previous	poprzednio, ostatnio, wubieglym czasie
reply stating experience	należy odpowiedziec, podajac obszar doswiadszenia
reply stating salary expected	należy odpowiedziec nadmieniajac wysokosc wynagrodzenia
salary / wages negotiable	gaza do ustalenia

THE REQUIREMENTS	WYMAGANE KWALIFIKACJE
(experience) ... an asset	wypraktykowanie-byłoby na korzysc
background ... (in electronics)	doswiadczenie na tle elektroniki
bondable	czlowiek zobowiazania
certified	posiadanie swiadectwa uprawnienia
consideration given to ...	zostanie wziete pod uwage
current ... (licence)	aktualna (licencja)
grade 12	ukonczone 12 klas szkoły po maturze
journeyman	fachowiec (4 lata +)
licenced	posiadanie licencji praktykowania zawodu
(experience) ... a must	wypraktykowanie-konieczne
minimum ... (three years experience)	najmniej trzy lata praktyki w zawodzie
(qualified mechanics) ... need only apply	tylko ukwalifi-kowani mechanicy powinni sie zglaszac
previous ...(experience)	uprzednie doswiadczenie
preference given to ...	pierwszenstwo dane dla ...
qualified	wykwalifikowani
required	rzadane, potrzebne
skill	umiejetnosc, bieglosc
skilled	znajacy się na, wprawa
tradesman / tradesperson	zawodowiec, fachowiec

THE JOB	PRACA
(hours) ... to be arranged	(godziny) do uz_godnienia
apprentice	praktykujący uczen zawodu
apprenticeship	termin nauki zawodowej
assemble / assembly	montowac, składac, budowac z czesci
career	kariera, zawod obrany
communicate / communication	komunikacja, porozumienie
data (processing)	wszystkie dane, zbior informacji
deliver / delivery	dostarczanie, dowoz
duties (include)	do obowiazkow-nalezy
fabricate / fabrication	wytwory, wyroby z surowcow
full time	zatrudnienie stale, pelnogodzinne
market / marketing	rynek, sprzedaz
operate / operation	operowac, prowadzic
part time	praca dorywcza
piece work	wykonanie czesci osobnych
produce / production	produkcja, wyroby, fabrykacja
permanent	na stale
temporary	tymczasowo
training (prOvided)	trejning zostanie udzielony
shift work	praca na zmiany
split shift	zmiana z przerwą
rotating shift	kolejne zmiany godzin
graveyard shift	godziny nocne (od połnocy)
short-term (basis)	czas krotko-terminowy
long-term (basis)	na dluzsza mete, w przyszlosc
supervise / supervision	nadzorowac, prowadzic byc odpowiedzialnym
ship / shipping	wyslac, dostawic
receive / receiving	otrzymy wac dostarczenia
working conditions	warunki w pracy i otoczenia

THE COMPANY	PRZEDSIEBIORSTWO
administration	administracja, zarzad
administrative	prace biurowe, administracysne
assembly	montowanie, skladanie, zbior
commercial	handlowy, kupiecki
corporation	zespoł przedsiebiorczy
expanding	rozbudowanie, rozwiniecie się
industry	przemysł
industrial	przemysłowy
(Richmond) ... location	znajduje się w Richmond (miejsce położenia)
manufacture	produkcja, wyrob
manufacturing	wyprodukowanie, wyroby
progressive	postepowy
retail	sprzedaż detaliczna, oceny
wholesale	hurtownia

THE BENEFITS	KORZYSTNE ZYSKI
advancement	postepy, awans
benefit package	korzysci uzyskane poza placa
bonus	dodatek, premja
(sales) commission	komisja od sprzedazy
dental plan	ubespieczenie dentystyczne
flexible hours	godziny zmienne, ruchome
fringe benefits	korzyści, wynagrodzenia poboczne
incentive	podbudka, zacheta, dazenie
medical plan	ubespieczenie lekarskie
opportunity	okazja
pension plan	renta, emerytura
potential	wykazujacy możliwosc, obiecujacy
profit-sharing	rozdzielanie zarobkow, czesciowe wlascicielstwo
promotion	promocja, awans
.... provided	dostarczone
remuneration	wynagrodzenie
rewards	zapłaty, odwdzieczenia
salary / wages ... according to experience ... depending on experience ... commensurate with experience	gaża, pensja, placa - ... wedlug doswiadczenia ... zaleznie od doswiadczenia ... na rowni, zgodnie z doswiadczeniem
salary / wages negotiable	do ustalenia, do uzgodnienia negociatywnie

Punjabi

TRANSLATED VOCABULARY FROM THE WANT ADS

THE APPLICANT

ability	ਜੋਗਤਾ
accurate	ਠੀਕ
aggressive	ਸੰਘਰਸ਼ੀ
candidate	ਉਮੀਦਵਾਰ
clean-cut	ਸਾਫ
conscientious	ਈਮਾਨਦਾਰ
cooperative	ਸਹਿਜੋਗ ਦੇਣ ਵਾਲਾ
creative	ਰਚਨਾਤਮਕ
dependable	ਇਤਬਾਰ ਜੋਗ
disciplined	ਮਰਿਆਦਾ ਵਾਲਾ
eager	ਇਛੁਕ
efficient	ਪਰਭਾਵਸ਼ਾਲੀ
energetic	ਬਲਵਾਨ
familiar with	ਜਾਣਕਾਰੀ ਰਖਣਾਂ
flexible	ਹਾਲਤ ਨਾਲ ਬਦਲ ਸਕਣ ਵਾਲਾ
independent	ਸੁਤੰਤਰ
individual	ਵਿਅਕਤੀ
intelligent	ਬੁਧੀਵਾਨ
interested in	ਰੁਚੀ ਰਖਦਾ ਹੋਇਆ
mature	ਪੂਰਣ ਵਿਕਸਤ
motivated	ਪਰੋਤਸਾਹਿਤ
neat	ਸਾਫ ਸੁਥਰ
(mechanically) ... oriented	ਮਕੈਨਿਕ ਦੀ ਤੌਰ ਤੇ ਜਾਣਕਾਰੀ ਰਖਦਾ ਹੋਇਆ
organized	ਸੰਗਠਿਤ
patient	ਧੀਰਜ
punctual	ਸਮੇਂ ਦਾ ਪਾਬੰਦ
reliable	ਇਤਬਾਰ ਵਾਲਾ
resourceful	ਸਾਧਨ ਸੰਪਨ
self-motivated	ਆਪ ਪ੍ਰੋਤਸਾਹਨ ਰਖਦਾ ਹੋਇਆ
successful	ਕਾਮਯਾਬ
talented	ਜੋਗਤਾ ਵਾਲਾ
thorough	ਸਿਰੇ ਦੀ
tidy	ਸਾਫ ਸੁਥਰਾ
willing to	ਇਛਾ ਰਖਦਾ ਹੋਇਆ
well-groomed	ਚੰਗੇ ਢੰਗ ਨਾਲ ਪੋਸ਼ਾਕ ਪਾਉਣ ਵਾਲਾ

APPLYING

apply in person	ਜਾਤੀ ਤੌਰ ਤੇ ਆਕੇ ਅੱਪਲਾਈ ਕਰੋ
apply in writing	ਲਿਖ ਕੇ ਅੱਪਲਾਈ ਕਰੋ
application	ਅੱਪਲੀਕੇਸ਼ਨ
(please) contact	(ਮੇਹਰਬਾਨੀ ਕਰਕੇ) ਸੰਬਧ ਪੈਦਾ ਕਰੋ
interview	ਇੰਟਰਵਿਊ ਜਾਂ ਗਲ ਬਾਤ
please forward resume	ਮੇਹਰਬਾਨੀ ਕਰਕੇ ਆਪਣਾਂ ਰੇਜ਼ੂਮੇ ਦਾ ਜਾਣਕਾਰ ਭੇਜੋ
for more information	ਹੋਰ ਜ਼ਿਆਦਾ ਜਾਣਕਾਰੀ ਲਈ
opening	ਖਾਲੀ ਥਾਂ
position	ਥਾਂ - ਔਹਦਾ
previous	ਪਹਿਲਾ
reply stating experience	ਅਨੁਭਵ ਦਸਦਿਆਂ ਹੋਇਆਂ ਜਵਾਬ ਦਿਓ
reply stating salary expected	ਜੋ ਤਨਖਾਹ ਚਾਹੁੰਦੇ ਹੋ ਦਸਦਿਆਂ ਹੋਇਆਂ ਜਵਾਬ ਦਿਓ
salary / wages negotiable	ਤਨਖਾਹ/ਮਿਹਨਤਾਨੇ ਬਾਰੇ ਦੁਖ ਪਾਣ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ

THE REQUIREMENTS

(experience) ... an asset	(ਅਨੁਭਵ) --- ਵਿਚ ਖਾਸ ਗੁਣ
background ... (in electronics)	ਪਿਛਲਾ ਅਨੁਭਵ --- (ਇਲੈੱਕਟ੍ਰੋਨਿਕਸ ਵਿਚ)
bondable	ਬਧੂ ਸਕਣ ਵਾਲਾ
certified	ਪਰਮਾਣਤ
consideration given to ...	ਤਰਜੀਹ ਦਿਤੀ ਜਾਵੇਗੀ ---
current ... (licence)	ਅਜਕਲ੍ਹ ਦਾ ਜਾਇਜ਼ --- (ਲਾਈਸੈਂਸ)
grade 12	ਗਰੇਡ 12
journeyman	ਸਫ਼ਰ ਕਰਨ ਵਾਲਾ
licenced	ਲਾਇਸੈਂਸ ਵਾਲਾ
(experience) ... a must	(ਅਨੁਭਵ) --- ਬਹੁਤ ਜ਼ਰੂਰੀ
minimum ... (three years experience)	ਘਟੋ ਘਟ --- (ਤਿੰਨ ਸਾਲਾਂ ਦਾ ਅਨੁਭਵ)
(qualified mechanics) ... need only apply	(ਪੜ੍ਹੇ ਤੇ ਜਾਣੇ ਮਕੈਨਕ) -- ਸਿਰਫ ਉਹ ਅੱਪਲਾਈ ਕਰਨ
previous ... (experience)	ਪਿਛਲਾ --- (ਅਨੁਭਵ)
preference given to ...	ਧਿਆਨ ਦਿਤਾ ਜਾਏਗਾ ---
qualified	ਉੱਚਤਾ ਰਖਦਾ ਹੋਇਆ
required	ਚਾਹੀਦਾ ਹੈ
skill	ਨਿਪੁਣ
skilled	ਨਿਪੁਣਤਾ ਰਖਦਾ ਹੋਇਆ
tradesman / tradesperson	ਕਾਰੀਗਰ/ਕਾਰੀਗਰ - ਦਸਤਕਾਰੀ

THE JOB

(hours) ... to be arranged	(ਘੰਟੇ) ... ਮਿਥਣੇ
apprentice	ਨਵਸਿਖੀਆ - ਅਪਰੈਂਟਿਸ
apprenticeship	ਸਿਖਣ ਦਾ ਸਮੇਂ
assemble / assembly	ਜਮ੍ਹਾ ਕਰਨਾ / ਜਮ੍ਹਾ
career	ਪੇਸ਼ਾ
communicate / communication	ਗਲ ਬਾਤ ਕਰਨਾਂ / ਬਾਤਚੀਤ ਕਰਨਾ
data (processing)	(ਅੰਕੜੇ) ਫਿਸੀ ਨਾਲ ਰਖਣਾ . .
deliver / delivery	ਭੇਜਣਾ
duties (include)	ਜਿਮੇਵਾਰੀਆਂ (ਜੋ ਕਰਨੀਆਂ ਪੈਣਗੀਆਂ)
fabricate / fabrication	ਘੜਨਾ ਕਰਨ / ਘੜਨਾਂ ਕਰਨਾਂ ਜਾਂ ਜੋੜਨਾਂ
full time	ਪੂਰਾ ਸਮਾਂ
market / marketing	ਵਪਾਰ / ਵਪਾਰ ਸਬੰਧੀ
operate / operation	ਚਲਾਉਣਾ / ਚਲਾਉਣਾ
part time	ਥੋੜ੍ਹੇ ਸਮੇਂ ਲਈ
piece work	ਟੁਕੜਿਆਂ ਵਿਚ ਕੰਮ
produce / production	ਪੈਦਾ ਕਰਨਾਂ / ਪੈਦਾਇਸ਼
permanent	ਪੱਕਾ
temporary	ਕੱਚਾ
training (pr0vided)	ਸਿਖਲਾਈ (ਦਿਤੀ ਜਾਏਗੀ)
shift work	ਸ਼ਿਫਟ ਦਾ ਕੰਮ
split shift	ਬਦਲ ਕੇ ਖੰਡਵੀਂ ਸ਼ਿਫਟ - ਵਟਵੇਂ
rotating shift	ਬਦਲ ਬਦਲ ਕੇ ਸ਼ਿਫਟ
graveyard shift	ਸਾਰੀ ਰਾਤ ਦੀ ਸ਼ਿਫਤ- ਅਧੀ ਰਾਤ ਤੋਂ ਸ਼ੁਰੂ
short-term (basis)	ਥੋੜੇ ਵਕਤ ਲਈ
long-term (basis)	ਲੰਬੇ ਵਕਤ ਦੇ ਹਿਸਾਬ ਨਾਲ
supervise / supervision	ਸੁਪਰਵਾਈਜ਼ਰ / ਸੁਪਰਵਾਈਜ਼ਰ ਜਾਂ ਨਿਰੀਖਣ ਕਰਨ ਵਾਲਾ
ship / shipping	ਭੇਜਣਾਂ / ਭੇਜਣਾਂ
receive / receiving	ਲੈਣਾਂ / ਲੈਣਾਂ
working conditions	ਕੰਮ ਕਰਨ ਦੀਆਂ ਸ਼ਰਤਾਂ

THE COMPANY

administration	ਪ੍ਰਸ਼ਾਸਨ
administrative	ਪ੍ਰਸ਼ਾਸਨ ਕਰਨ ਵਾਲਾ
assembly	ਸਭਾ
commercial	ਵਪਾਰਿਕ
corporation	ਨਿਗਮ
expanding	ਫੈਲਦੀ ਹੋਈ
industry	ਉਦਿਓਗ
industrial	ਉਦਿਓਗਾ ਸਬੰਧੀ
(Richmond) ... location	(ਰਿਚਮੌਂਡ) --- ਸਥਾਪਨ ਥਾਂ
manufacture	ਬਨਾਉਂ
manufacturing	ਬਨਾਉਣ ਵਾਲੇ
progressive	ਅਗਾਂਹ ਵੱਲ ਵਧਣ ਵਾਲੇ
retail	ਪਰਚੂਨ
wholesale	ਥੋਕ

THE BENEFITS

advancement	ਪਰਗਤੀ
benefit package	ਲਾਭ ਦਾ ਪੈਕਟ
bonus	ਬੋਨਸ
(sales) commission	(ਵੇਚਣ) ਦੀ ਕਮਿਸ਼ਨ - ਹਿਸਾ
dental plan	ਦੰਦਾ ਦੀ ਪਲੈਨ
flexible hours	ਆਪੇ ਮਿਥੇ ਕਰ ਸਕਣ ਵਾਲੇ ਘੰਟੇ
fringe benefits	ਬਾਕੀ ਹੋਰ ਲਾਭ
incentive	ਪਰੇਰਕ ਲਾਭ
medical plan	ਡਾਕਟਰੀ ਸਹਾਇਤਾ ਪਲੈਨ
opportunity	ਮੌਕਾ
pension plan	ਪੈਨਸ਼ਨ ਪਲੈਨ
potential	ਅੰਦਰੂਨੀ ਗੁਣ
profit-sharing	ਲਾਭ - ਵੰਡ
promotion	ਤਰੱਕੀ
.... provided	ਮਦਦ ਦੇਣਾ
remuneration	ਮੇਹਨਤਾਨੇ ਦਾ ਲਾਭ
rewards	ਇਨਾਮ - ਵਟਾਂਦਰਾ
salary / wages ... according to experience	ਤਨਖ਼ਾ./ਪੈਸੇ... ਅਨੁਭਵ ਅਨੁਸਾਰ
... depending on experience	--- ਅਨੁਭਵ ਵੇਖਦਿਆਂ ਹੋਇਆਂ
... commensurate with experience	--- ਅਨੁਭਵ ਅਨੁਸਾਰ ਮਿਥਿਆ ਜਾ ਸਕਦਾ ਹੈ
salary / wages negotiable	ਤਨਖ਼ਾ/ਮੇਹਨਤਾਨਾ - ਗਲਬਾਤ ਕਰਕੇ ਅਤੇ ਮਿਥ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ

TRANSLATED VOCABULARY FROM THE WANT ADS

VOCABULAR TRADUS DIN "WANT ADS"

THE APPLICANT	APLICANTUL
ability	capabilitate
accurate	precis
aggressive	agresiv
candidate	candidat
clean-cut	precizat
conscientious	constiincios
cooperative	cooperativ
creative	creativ
dependable	de incredere
disciplined	disciplinat
eager	doritor
efficient	eficient
energetic	energetic
familiar with	familiar cu
flexible	flexibil
independent	independent
individual	individual
intelligent	inteligent
interested in	interesat in
mature	matur
motivated	entuziast
neat	ingrijit
(mechanically) ... oriented	inclinat mecanic
organized	organizat
patient	rabdator
punctual	punctual
reliable	de incredere
resourceful	plin de resurse
self-motivated	entuziast
successful	reusit
talented	talentat
thorough	amanuntit
tidy	ordonat
willing to	vrind sa
well-groomed	presentabil

APPLYING	APLICARE PENTRU SLUJBA
apply in person	sa se aplice in persoana
apply in writing	sa se aplice in scris
application	aplicatie
(please) contact	va rugam sa luati legatura
interview	interviu
please forward resume	va rugam sa trimiteti un rezumat
for more information	pentru mai multe informatii
opening	post vacant
position	pozitie
previous	anterior
reply stating experience	raspunde-ti referindu-va la experienta
reply stating salary expected	raspundeti referindu-va la salariu astept
salary / wages negotiable	salariu negogiabil

THE REQUIREMENTS	CONDITIILE CERUTE (CERINTE)
(experience) ... an asset	experienta un atu
background ... (in electronics)	formatie in electronica
bondable	garantat
certified	autorizat
consideration given to ...	atentie acordata
current ... (licence)	in vigoare(permis)
grade 12	clasa a 12 a
journeyman	zilier
licenced	autorizat
(experience) ... a must	experienta obligatorie
minimum ... (three years experience)	cel putin trei ani experienta
(qualified mechanics) ... need only apply	numai mecanicii calificati sa aplice
previous ...(experience)	experienta anterioara
preference given to ...	prioritate este data
qualified	calificat
required	cerut
skill	abilitate
skilled	abil
tradesman / tradesperson	meserias

THE JOB	SLUJBA
(hours) ... to be arranged	orele sa fie fixate
apprentice	ucenic
apprenticeship	ucenicie
assemble / assembly	a asamla/asamblare
career	cariera
communicate / communication	a comunica/comunicare
data (processing)	prelucrarea datelor
deliver / delivery	a delivra/delivrare
duties (include)	sarcini(includ)
fabricate / fabrication	a fabrica/ fabricare
full time	norma intreaga
market / marketing	piata/vinzare
operate / operation	a opera/operatie
part time	norma redusa
piece work	munca in acord
produce / production	a produce/productie
permanent	permanent
temporary	temporar
training (prOvided)	antrenament(oferit)
shift work	munca in schimburi
split shift	schimb divizat
rotating shift	schimb in ture
graveyard shift	schimb de noapte
short-term (basis)	scurta durata(pe baza de)
long-term (basis)	lunga durata(pe baza de)
supervise / supervision	a supraveghea/supraveghere
ship / shipping	a expedia/expediere
receive / receiving	a primi/primire
working conditions	conditii de lucru

THE COMPANY	COMPANIA
administration	administratie
administrative	administrativ
assembly	adunare
commercial	comercial
corporation	corporatie
expanding	crescind
industry	industrie
industrial	industrial
(Richmond) ... location	Richmond(loc)
manufacture	a produce
manufacturing	producind
progressive	progresiv
retail	in magazin
wholesale	in gros

THE BENEFITS	BENEFICII
advancement	avansare
benefit package	pachet de beneficii
bonus	prima
(sales) commission	comision(de vinzare)
dental plan	plan dental
flexible hours	program flexibil
fringe benefits	beneficii
incentive	premiu pentru depasit norma
medical plan	plan medical
opportunity	ocazie
pension plan	plan de pensie
potential	potential
profit-sharing	profit distribuit
promotion	promovare
.... provided	procurat
remuneration	remuneratie
rewards	compensare
salary / wages ... according to experience	-salariu in functie de experienta
... depending on experience	
... commensurate with experience	
salary / wages negotiable	salariu negociabil

TRANSLATED VOCABULARY FROM THE WANT ADS

THE APPLICANT →	**Заявитель**
ability —>	Способность
accurate —>	Тщательность
aggressive —>	Энергичный
candidate —	Кандидат
clean-cut —>	Определённый
conscientious —>	Добросовестный
cooperative —	Кооперативный
creative —	Творческий
dependable —>	Надежный
disciplined —	Дисциплированный
eager —	Желающий
efficient —	Квалифицированный
energetic —	Энергический
familiar with	Осведомленный
flexible	Лёгко приспособляющийся
independent	Независимый
individual	Индивидуальный
intelligent	Смышленный
interested in	Заинтерессованный в
mature	Зрелый
motivated	~~Заинтересо~~ побуждённый
neat	Опрятный
(mechanically) ... oriented	(Механически) .. наклонный
organized	Организован
patient	Терпеливый
punctual	Пунктуальнный
reliable	Надежный
resourceful	Находчивый
self-motivated	Самопроизвольный
successful	Успешный
talented	Талантливый
thorough	Тщательный
tidy	Опрятный
willing to	Желающий
well-groomed	Вихоленный

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APPLYING	ОБРАЩЕНИЕ
apply in person	личное обращение
apply in writing	писменное обращение
application	заявление
(please) contact	(пожалуйста) установите контакт
interview	интервью
please forward resume	пожалуйста перешлите заблаговреме резю
for more information	для добавачной информации
opening	вакансия
position	должность
previous	бывшая
reply stating experience	отвечате давая стаж практической деятельнос
reply stating salary expected	отвечате давая ожидающее жалов
salary / wages negotiable	зарплата / договорная

THE REQUIREMENTS	Требования
(experience) ... an asset	(опыт) .... ценное качество
background ... (in electronics)	подгатовка ..... (в электрониках
bondable	обеспечанный
certified	удостоверенный
consideration given to ...	принимается во внимание
current ... (licence)	текущие ....(разрешение)
grade 12	дестилетка
journeyman	квалифицерованный ремесленни
licenced	имеющии право
(experience) ... a must	(опыт) .... необходим
minimum ... (three years experience)	минимум ... три года опыт
(qualified mechanics) ... need only apply	квалифицерованные механи ... только нужны обращ
previous ...(experience) —	предыдущий ..... (опыт)
preference given to ...	предпочтение отдаётся ....
qualified —	квалифицеровный
required	требуется
skill	мастерство
skilled	квалифицерованый
tradesman / tradesperson	ремесленник / ремесленница

THE JOB	Служба
(hours) ... to be arranged	(часы) .... сговаривающие
apprentice	подмастер
apprenticeship	подмастерство
assemble / assembly	собирать / сбор
career	карьера
communicate / communication	Сообщатся / сообщение
data (processing)	Дата (процесс)
deliver / delivery	Доставлять / доставка
duties (include)	служебные обязанности (включают)
fabricate / fabrication	производить / производство
full time	Постоянная работа
market / marketing	Торговля / сбыт
operate / operation	Управлять / управление
part time	частичная работа
piece work	Сдельная работа
produce / production	Продукция / производство
permanent	постоянная
temporary	временная
training (pr0vided)	обучение по месту работы (даётся)
shift work	Сменная работа
split shift	разводная смена
rotating shift	перевременная смена
graveyard shift	ночная смена
short-term (basis)	Короткосрочный срок (основание
long-term (basis)	долгосрочный срок (основание
supervise / supervision	надзирать / надзор
ship / shipping	грузка / перевозка груза
receive / receiving	получать / получатель
working conditions	рабочие условия

THE COMPANY	Компания
administration	Администрация
administrative	Административный
assembly	Ассамблея
commercial	Торговой
corporation	Корпорация
expanding	Расширяющиеся
industry	Промышленость
industrial	Промышленный
(Richmond) ... location	(Ричмонд) ... расположение места
manufacture	Производство
manufacturing	Фабрикация
progressive	Прогрессивный
retail	Розничная продажа
wholesale	Оптовая торговля

THE BENEFITS	Пособия
advancement	продвижение
benefit package	премия
bonus	бонус
(sales) commission	комиссионное вознагрождение
dental plan	зубоврачебное пособие
flexible hours	часы податливые
fringe benefits	другие пособия
incentive	побуждение
medical plan	пособие по болезни
opportunity	благоприятная возможность
pension plan	пенсионный план
potential	возможность
profit-sharing	участвование в прибылях
promotion	продвижение
.... provided	.... при условии
remuneration	зарплата
rewards	вознаграждение
salary / wages ... according to experience	зарплата соотвественна опыт
... depending on experience	зарплата зависит от опыта
... commensurate with experience	зарплата соразмерна опыт
salary / wages negotiable	зарплата / договорная

TRANSLATED VOCABULARY FROM THE WANT ADS

THE APPLICANT	žiadateľ, uchádzač
ability	schopnosť
accurate	presný, dokladný
aggressive	priebojný, podnikavý
candidate	uchádzač, kandidát
clean-cut	upravený
conscientious	svedomitý
cooperative	spoluposobiaci
creative	tvorivý, nápaditý
dependable	spoľahlivý
disciplined	disciplinovaný
eager	horlivý, dychtivý
efficient	výkonný, schopný
energetic	energický, rázny
familiar with	nenútený ; oboznámený s ....
flexible	prispôsobivý
independent	samostatný, nezávislý
individual	osobitý
intelligent	vzdelaný, rozumný, inteligentný ; obratný
interested in	majúci záujem o....
mature	dospelý, zrelý
motivated	motivovaný; podnecovaný
neat	úhľadný ; obratný, zručný
(mechanically) ... oriented	zameraný na mechaniku
organized	organizovaný, upravený
patient	trpezlivý, zhovievavý ; vytrvalý
punctual	presný
reliable	spoľahlivý
resourceful	vynaliezavý
self-motivated	samostatný
successful	úspešný
talented	nadaný
thorough	dokonalý, dôkladný
tidy	úhľadný, úpravný; poriadny, starostlivý
willing to	ochotný
well-groomed	pekne upravený, upraveného zovňajšku

APPLYING

apply in person - žiadať, uchádzať sa osobne

apply in writing - žiadať písomne

application - žiadosť

(please) contact - prosíme, nadviažte kontakt

interview - rozhovor

please forward resume - doručiť/zaslať stručný prehľad predchádzajúcich zamestnaní

for more information - viac informácií poskytne ...

opening - možnosť zamestnania

position - zamestnanie, miesto

previous - predchádzajúci

reply stating experience - upovedomiť o predchádzajúcom výcviku a praxi

reply stating salary expected - ako predošlé + uviesť očakávanú mzdu

salary / wages negotiable - plat/mzda podľa dohody (v závislosti od výcviku, praxe..)

THE REQUIREMENTS - požiadavky

(experience) ... an asset - prax je výhodou

background ... (in electronics) - znalosti, prax (v elektronike)

bondable - zaručene spoľahlivý

certified - potvrdený

consideration given to ... - Do úvahy sa berie ...

current ... (licence) - platné (povolenie)

grade 12 - ukončená stredná škola

journeyman - vyučený remeselník

licenced - povolený, oprávnený

(experience) ... a must - vyžaduje sa prax

minimum ... (three years experience) - minimálne tri roky praxe

(qualified mechanics) ... need only apply- žiadať môžu iba kvalifikovaní mechanici

previous ...(experience) - predchádzajúca prax

preference given to ... - uprednosťuje sa ...

qualified - kvalifikovaný

required - vyžadovaný

skill - zručnosť

skilled - odborný, zručný

tradesman / tradesperson - remeselník

THE JOB - zamestnanie

(hours) ... to be arranged -(hodiny) ... upravené
apprentice - učeň
apprenticeship - učebná doba
assemble / assembly - zostaviť, zmontovať/ montáž
career - kariéra, životná dráha
communicate / communication - dorozumievať sa / styk, spojenie
data (processing) - spracovanie údajov
deliver / delivery - dodať, doručiť / doručenie, dodanie
duties (include) - povinnosti obsahujú ...
fabricate / fabrication - stavať, vyrábať / stavba, výroba
full time - plný pracovný úväzok
market / marketing - trh, obchod / obchodovanie, predávanie
operate / operation - obsluhovať, riadiť / riadenie, obsluhovanie
part time - čiastočný pracovný úväzok
piece work - úkolová práca
produce / production - vyrábať; výrobok / výroba
permanent - stály, trvalý
temporary - dočasný, prechodný
training (prOvided) - výcvik (poskytnutý)
shift work - práca na smeny
    split shift - delená smena (napr. 4hod.práca, 4 hod.voľno, 4 hod.práca
    rotating shift - striedavá smena
    graveyard shift - nočná smena
short-term (basis) - kratkodobý
long-term (basis) - dlhodobý
supervise / supervision - dohliadať / vrchný dozor
ship / shipping - poslať / zasielanie
receive / receiving - prijať / prijímanie, príjem
working conditions - pracovné podmienky

THE COMPANY - spoločnosť, podnik

administration	správa, administratíva
administrative	administratívny
assembly	montáž
commercial	obchodný
corporation	obchodná alebo akciová spoločnosť
expanding	rozpínajúci sa
industry	priemysel
industrial	priemyselný
(Richmond) ... location	umiestenie (Richmond)
manufacture	výroba; výrobok; vyrábať
manufacturing	vyrábajúci
progressive	pokrokový
retail	maloobchod
wholesale	veľkoobchod

THE BENEFITS - výhody

advancement	poskytovanie
benefit package	subor výhod, ktoré podnik poskytuje zamestnancom
bonus	prémia, prídavok
(sales) commission	podiel z predaja
dental plan	poistenie na zubné ošetrenie
flexible hours	prispôsobiteľné hodiny
fringe benefits	súbor výhod
incentive	pohnútka, podnet
medical plan	poistenie na lekárske ošetrenie
opportunity	príležitosť
pension plan	dôchodkové zabezpečenie
potential	možný
profit-sharing	delenie zisku
promotion	podpora
.... provided	... poskytnutý
remuneration	odmena, náhrada
rewards	odmeny
salary / wages ... according to experience	plat/mzda ... podľa praxe
... depending on experience	..závisí od praxe
... commensurate with experience	... úmerná praxi
salary / wages negotiable	podľa dohody (v závislosti od výcviku, praxe..

TRANSLATED VOCABULARY FROM THE WANT ADS

VOCABULARIO TRADUCIDO DE LOS AVISOS PERIODISTICOS

THE APPLICANT	SOBRE EL SOLICIANTE
ability	habilidad
accurate	preciso
aggressive	agresivo
candidate	candidato
clean-cut	definado
conscientious	conciente, responsable
cooperative	cooperador
creative	creativo
dependable	confiable
disciplined	disciplinado
eager	empeñoso
efficient	eficiente
energetic	enérgico
familiar with	estar familiarizado con
flexible	flexible
independent	independiente
individual	individualista
intelligent	inteligente
interested in	interesado en
mature	maduro
motivated	motivado
neat	pulcro
(mechanically) ... oriented	orientado hacia ... (la Mecánica)
organized	organizado
patient	paciente
punctual	puntual
reliable	confiable
resourceful	ingenioso
self-motivated	motivado
successful	exitoso
talented	talentoso
thorough	cabal
tidy	ordenado
willing to	deseoso de ..
well-groomed	muy pulcro

APPLYING	SOBRE LA PRESENTACION DE LA SOLICITUD DE TRABAJO
apply in person	presentarse personalmente
apply in writing	presentar la solicitud por escrito
application	solicitud
(please) contact	(por favor) contáctese con
interview	entrevista
please forward resume	por favor remita su Curriculum Vitae o Resume
for more information	para mayor información
opening	vacante
position	puesto
previous	previo
reply stating experience	responder indicando experiencia
reply stating salary expected	responder indicando ambiciones de sueldo
salary / wages negotiable	salario / remuneración negotiable

THE REQUIREMENTS	SOBRE LOS REQUISITOS
(experience) an asset	es una ventaja (tener experiencia)
background (in electronics)	experiencia (en electrónica)
bondable	confiable
certified	con certificados
consideration given to ...	se considerará ...
current (licence)	(licencia) al diá
grade 12	Grado 12 de Educación
journeyman	técnico especializado
licenced	con licencia
(experience) a must	(experiencia) es un requisito indispensable
minimum (three years experience)	mínimo (tres años de experiencia)
(qualified mechanics) need only apply	solo deben presentarse (mecánicos calificados)
previous (experience)	(experiencia) previa
preference given to	se dará preferencia a
qualified	calificado
required	requiere
skill	destreza
tradesman / tradesperson	artesano / artesano (a)

THE JOB	SOBRE EL TRABAJO
(hours) ... to be arranged	(horas) ... por determinar
apprentice	aprendiz
apprenticeship	aprendizaje
assemble / assembly	ensamblar / ensamblaje
career	carrera
communicate / communication	comunicar / comunicación
data (processing)	(proceso de) datos
deliver / delivery	entregas / distribución
duties (include)	responsabilidades (incluye)
fabricate / fabrication	fabricar / fabricación
full time	a tiempo completo
market / marketing	mercado / mercadotecnia
operate / operation	operar / operación
part time	a tiempo parcial
piece work	al destajo
produce / production	productor / producción
permanent	permanente
temporary	temporal
training (prOvided)	(se provee) entrenamiento
shift work	trabajo por turnos
split shift	horario partido
rotating shift	horario rotativo
graveyard shift	turno en el cementerio
short-term (basis)	(base) temporal
long-term (basis)	(base) permanente
supervise / supervision	supervisar / supervision
ship / shipping	remitir / hacer remesas
receive / receiving	recepcionar / recibidor
working conditions	condiciones laborales

THE COMPANY	SOBRE LA COMPANIA
administration	administración
administrative	administrativo (a)
assembly	ensambladora
commercial	comercial
corporation	corporación
expanding	en proceso de expansión
industry	industria
industrial	industrial
(Richmond) ... location	(Richmond) ... localidad de
manufacture	de manufacturas
manufacturing	manufacturera
progressive	progresista
retail	ventas al por menor
wholesale	ventas al por mayor

THE BENEFITS	SOBRE LOS BENEFICIOS
advancement	mejoras o posibilidad de desarrolla
benefit package	paquete de beneficios
bonus	bonos
(sales) commission	comisión (por ventas)
dental plan	plan dental
flexible hours	horas flexibles
fringe benefits	otros beneficios
incentive	incentivo
medical plan	plan médico
opportunity	oportunidad
pension plan	plan de pensiones
potential	potencial
profit-sharing	reparto de utilidades
promotion	promoción
.... provided	se provee ...
remuneration	remuneración
rewards	incentivos
salary / wages ... according to experience ... depending on experience ... commensurate with experience	salario / jornal dependiendo de la experiencia
salary / wages negotiable	salario / remuneración por determinar

TRANSLATED VOCABULARY FROM THE WANT ADS

THE APPLICANT	NGƯỜI XIN VIỆC
ability	khả năng
accurate	chính xác
aggressive	tham-vong, co thinh-thần cầu tiến
candidate	ứng viên / người xin việc
clean-cut	gọn-gàng, ngăn nắp, thứ-tự
conscientious	chăm chỉ, có lương-tâm
cooperative	có thinh thần hợp-tác
creative	có óc sáng tạo, sáng kiến
dependable	tin cậy được
disciplined	có kỷ luật
eager	hăng-hái
efficient	có năng suất
energetic	năng động, hăng hái
familiar with ...	... rành về, biết rõ về...
flexible	linh-hoat, uyển chuyển
independent	độc lập, không cần sử kiểm soát
individual	cả nhân / người
intelligent	thông-minh
interested in ...	thịch về ...
mature	trưởng thành, chính chắn
motivated	nhanh nhẹn
neat	gọn ghẽ
(mechanically) oriented	có khiếu về ... (cơ khí)
organized	có tồ-chức
patient	kiên nhẫn
punctual	đúng giờ
reliable	tin cậy được
resourceful	tự tin, không lệ-thuộc vào người khác
self-motivated	tháo vác
successful	thành-công, có kết-quả
talented	có tài
thorough	thông suốt, rành rẻ
tidy	ngăn nắp, thứ tự
willing to ...	mong muốn được..., co ý muốn
well-groomed	ăn mặc / chải chuốt tươm tất

APPLYING	CÁCH THỨC XIN VIỆC
apply in person	thân hành đến xin việc
apply in writing	gởi đơn đến xin việc
application	đơn xin việc
(please) contact ...	(xin) liên lạc với ...
interview	sự phỏng-vấn
please forward resume	xin gởi bản lý-lịch
for more information	muốn biết thêm chi-tiết
opening	cần người, có chỗ cần điền khuyết
position	công-việc, nghề
previous	trước đây
reply stating experience	khi trả lời nhớ ghi rõ kinh-nghiệm
reply stating salary expected	khi trả lời ghi rõ mức lương muốn được trả
salary / wages expected	lương bổng có thể thương-lượng

THE REQUIREMENTS	ĐIỀU KIỆN
(experience) ... an asset	(có kinh-nghiệm về) ... là một ưu điểm
background ... (in electronics)	có kiến-thức / căn bản về ... (điện tử)
bondable	tin cậy được
certified	chứng nhận / chứng thực
consideration given to ...	ưu tiên dành cho ...
current ... (licence)	(giấy phép hành nghề) được cập-nhật
grade 12	lớp 12
journeyman	thợ có học nghề và kinh nghiệm
(qualified mechanics)... need only apply	- phải là thợ máy chuyên môn ... mới nộp đơn
previous ... (experience)	có kinh-nghiệm trước đây về
preference given to	ưu-tiên dành cho
qualified	có đủ tiêu chuẩn
required	cần phải có
skill	chuyên môn về / rành về
skilled	có chuyên-môn về
tradesman / tradesperson	thương-gia / người sống về nghề thương-mại

THE JOB	CÔNG VIỆC
(hours) to be arranged	(gio) có thể thu-xếp được
apprentice	người học nghề
apprenticeship	sự học nghề
assemble / assembly	lắp ráp / sự lắp ráp
career	nghề nghiệp
communicate / communication	liên-lạc / sự giao thiệp
data (processing)	chuyển dự-kiện vào máy điện-toán
deliver / delivery	giao hàng / sự giao hàng
duties (include)	nhiệm vụ (gồm có)
fabricate / fabrication	chế-tạo / sự chế-tạo
full time	toàn thời-gian
market / marketing	thị-trường / thuộc về thị-trường
operate / operation	điều-hành / sự điều-hành
part time	bán thời gian
piece work	công-việc tính theo từng món hàng làm được
produce / production	sản-suất / sự sản-suất
permanent	thường-trực, thường-xuyên
temporary	tạm-thời
training (provided)	(có cho) học nghề
shift work	việc làm theo ca, theo phiên
split shift	làm hai ca / phiên ngắn trong một ngày
rotating shift	ca luân phiên
graveyard shift	ca đêm (từ 11 giờ đêm đến 7 giờ sáng)
short-term (basis)	(trên căn bản) ngắn hạn
long-term (basis)	(trên căn bản) dài hạn
supervise / supervision	kiểm soát / sự kiểm soát
ship / shipping	gởi hàng / việc gởi hàng
receive / receiving	nhận / sự nhận, tiếp nhận
working conditions	điều kiện làm việc

THE COMPANY	CÔNG TY
administration	ban hành-chánh
administrative	th c về hành-chánh
assembly	lắp ráp
commercial	thường-mại
corporation	tổ hợp / công ty
expanding	mở rộng, khuếch-trường
industry	kỹ-nghệ
industrial	thuộc về kỹ-nghệ
(Richmond) location	vùng (Richmond)
manufacture	sản-suất
manufacturing	thuộc về sản-suất
progressive	dang phat-trien
retail	(mua / bán) lẻ
wholesale	(mua / bán) sĩ

THE BENEFITS	QUYỀN LỢI
advancement	sự lên bậc, thăng chức
benefit package	quyền lợi nói chung
bonus	tiền thưởng hoặc tiền đặc biệt
(sales) commission	(bán hàng) ăn huê hồng
dental plan	bảo hiểm về răng
flexible hours	giờ linh-động
incentive	phần thưởng khuyến khích
medical plan	bảo-hiểm về y tế
opportunity	cơ hội
pension plan	tiền bảo hiểm về hưu trị
potential	có triển vọng
profit-sharing	được chia thêm tiền lời vào cuối năm
promotion	sự thăng bậc, lên chức
... provided	được cấp-phát, cung cấp
remuneration	tiền lưởng
rewards	phần thưởng
salary / wages ... according to experience	lường ... tùy theo kinh nghiệm
... depending on experience	
... commensurate with experience	
salary / wages negotiable	lưởng có thể thường-lường

ANNOTATED BIBLIOGRAPHY
of
PRE-VOCATIONAL
RESOURCES

ANNOTATED BIBLIOGRAPHY OF PRE-VOCATIONAL RESOURCES

1. Getting A Job: Selected Materials Designed For E.S.L. Instruction

Dresner, Joanne; Beck, K.; Morgano, C.; and Custer, L.
It's Up to You: Language Skills and Strategies for Getting A Job. New York: Longman Inc., 1980

Available from Academic Press Canada, 55 Barber Greene Road, Don Mills, Ontario.

- -- An excellent, practical, well designed student text, including a variety of activities for the English as a Second Language job seeker.
- -- The units include exercises on: personal evaluation; examining your job needs; using the want ads; calling about jobs; applying for jobs; and answering interview questions.
- -- An accompanying tape is available; however, the tape is not necessary as the conversations are transcribed at the back of the book.
- -- Suitable for 'upper beginner' and 'intermediate' students.

English as a Second Language for Adults: English for Work. Victoria, B.C.: Ministry of Education, 1982

Available from Publication Services, Ministry of Education, 878 Viewfield Road, Victoria, B.C. V9A 4V1

- -- A follow-up publication to E.S.L. for Adults: A Curriculum Guide, by the B.C. Ministry of Education.
- -- Fifteen modules designed for teachers. Contains sample lessons at the back of each module.
- -- Suggests language learning activities at three levels of difficulty covering a wide range of work-related topics, from getting into, up to functioning in, the workplace. Functioning in the workplace is handled most extensively and of particular interest are the modules on organizations (i.e. Employment Standards, B.C. Ministry of Labour) and Canadian attitudes to work (i.e. Dealing with Job Related Problems: Reprimands).
- -- A good starting point.

(cont'd.)

Glabus, Scott, and Laylin, Jan. Access -- a Pre-Employment Syllabus for E.S.L. Workers. New Westminster: Douglas College, 1980

Available from Douglas College, P.O. Box 2503, New Westminster, B.C. V3L 5B2

-- Designed for teachers. Contains materials covering a wide range of work-related topics such as: self assessment; assessment of available options; searching for the right job; getting into formal training; and on the job.

-- Heavy going in places.

Savage, K. Lynn; How, Mamie; and Yeung, Ellen L. English That Works: Integrated, Competency-based, Bilingual, pre-Vocational English as a Second Language. 2 vols. Glenview, Illinois: Scott, Foresman & Co., 1980

Available from Gage Publishing, Ltd., 164 Commander Boulevard, Agincourt, Ontario M1S 3C7

-- Programme contains two Student Books, two Instructor's Editions, flashcards and tapes.

-- Suitable for 'beginners'. Presents structure (from the verb 'to be' to the present perfect) in a work context.

-- The units include exercises on: Personal Data; Skills and Interests; Occupations and Duties; Maps and Directories; Time and Money; The Interview; Work Experiences; Schedules; Safety; and Want Ads. (The unit on Safety is particularly good -- Book 2, Unit 3.)

-- Books contain excellent, non-stereotyped pictures. The flashcards available are enlargements of these pictures.

-- The lesson plans in the Instructor's Editions are extremely explicit.

2. Getting A Job: Materials Designed For Native Speakers

Janus Book Series. Hayward, California: Janus Book Publishers, 1980

Available from S.R.A., 707 Gordon Baker Road, Willowdale, Ontario M2H 2S6

-- Student exercise books include a variety of activities appropriate for the 'intermediate' student. A bit wordy.

(cont'd)

Career Education Materials (8 vols.):

- Get Hired!
- Don't Get Fired!
- Janus Job Interview Guide
- * Janus Job Interview Kit
- Janus Job Planner
- Job Application Language
- My Job Application File
- People Working Today Series

Janus Survival Guides (9 vols.):

- Becoming a Driver
- Finding a Good Used Car
- Getting Around Cities and Towns
- Help! First Steps to First Aid
- Reading and Following Directions
- Reading a Newspaper
- Reading Schedules
- Using the Phone Book
- Using the Want Ads

3. Selected Materials Produced By The Canada Employment And Immigration Commission

Canadian Classification and Dictionary of Occupations. 2 vols. Ottawa: Supply and Services Canada, 1978

Available for reference from college counsellors or Canada Employment Centres. Can be purchased from Renouf Books, 522 W. Hastings St., Vancouver, B.C. Cost: $20.00 each (1983)

-- Volume 1 is an invaluable resource in preparing resumés. It provides an alphabetical index of occupational titles, plus a description of purpose, functions and work activities for these occupations. Volume 1 is all that is really required.

-- Volume 11 expands on the above, giving training and entry requirements, attitudes, capacities and other necessary requirements.

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* The Janus Job Interview Kit includes thirty 8 X 10" Occupation Picture Cards with write-ups on job descriptions and interview questions for role play printed on the backs of the cards.

PLACE: Guided steps to employment readiness. 4 vols. Ottawa: Occupational and Career Analysis Development, 1980

Available from Canada Employment and Immigration Commission, Regional Office, B.C. and Yukon, 1055 West Georgia St., Vancouver, B.C.

-- Four sourcebooks and four accompanying work books for native speakers, containing material on: Identifying Your Occupation; Fitting the Requirements; Getting the Job; Doing Well on the Job; and Personal Needs.

-- A wealth of information, particularly about using the services of the Canada Employment and Immigration Commission.

-- Materials must be adapted for E.S.L. use, but 'upper intermediates' can cope with some of it 'as is'.

4. On The Job: Technical English For E.S.L.

Beardwood, Lynette; Templeton, Hugh; and Webber, Martin. A First Course in Technical English -- Students' Book 1. London: Heinemann Educational Books, 1978

Available from the Book Society of Canada, 4386 Sheppard Ave. E., Agincourt, Ontario

-- Contains some useful language, but very general in content.

English for Careers Series. New York: Regents Publishing Company, Inc., 2 Park Avenue, New York, N.Y. 10016

Available from Dominie Press, Ltd., 345 Nugget Ave., Unit 15, Agincourt, Ontario

-- Twenty-six volumes, covering The Language of:

Air Travel in English: Ground Services
Air Travel in English: In-Flight Services
The Petroleum Industry in English
Computer Programming in English
International Finance in English
The Air Force in English
The Army in English
The Navy in English
Tourism in English
Hotels in English
Restaurants and Catering in English
Hospital Services in English

(cont'd.)

English for Careers Series: The Language of ..., cont'd.

Accounting in English
National Defense in English
Atomic Energy in English
Chemical Engineering in English
Civil Engineering in English
Electrical and Electronic Engineering in English
Mechanical Engineering in English
The Merchant Marine in English
Advertising and Merchandising in English
(Possibly still in preparation)
Mining and Metallurgy in English
International Trade in English
Aviation in English: Flying and Traffic Control
Agriculture in English (Possibly still in preparation)
Medicine in English (Possibly still in preparation)

-- This series is intended for 'upper intermediate' to 'advanced' students. It gives a very general introduction to the subject matter. Some of the content is dated, and, in many instances, inappropriate, for Canada. Most suitable for independent study.

Jupp, T.C.; and Hodlin, Susan. Industrial English (An example of theory and practice in functional language teaching). London: Heinemann Educational Books, 1978

Available from the Book Society of Canada, 4386 Sheppard Ave. E., Agincourt, Ontario

-- An excellent reference for teachers developing work-orientated language programmes.

Pittmann, G.A. Preparatory Technical English -- Pupils' Book. London: Longman Group, Ltd., 1975

Available from Academic Press Canada, 55 Barber Greene Road, Don Mills, Ontario

-- Contains some very useful work-related language. Probably best used as a teacher's reference, although intended as a pupil's book.

Practical English for Tradesmen and Apprentices Series. Edmonton, Alberta: Edmonton Catholic Schools, Continuing Education Department, 1979

Available from the Edmonton Catholic School District, Education and Administration Centre, 9807 -- 106 St., Edmonton, Alta. T5K 1C2

(cont'd.)

Practical English for Tradesmen and Apprentices Series, cont'd.

-- Consists of ten volumes covering five trades:

Automotives (2 vols.)
Carpentry (2 vols.)
Electricity (2 vols.)
Plumbing (2 vols.)
Sheet Metal (2 vols.)

-- The problem with the series is that the emphasis is really on teaching very basic structures which are generally inappropriate for students learning very technical language.

-- Pictures of tools and verbs of work are very useful, although limited. They are primarily found in the first volumes.